

LEGAL OFFICE ASSISTANT

Recruitment #1612-0463DC-001

List Type	Original
Requesting Department	CITY ATTORNEY
Open Date	12/14/2016 12:00:00 PM
Filing Deadline	1/4/2017 11:59:00 PM
HR Analyst	Lindsey O'Connor

INTRODUCTION

What Milwaukee can offer YOU

Introduction Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The Legal Office Assistant provides office support administrative services to the Assistant City Attorneys.

ESSENTIAL FUNCTIONS

- Perform legal administrative work including processing, preparing, typing and copying various documents such as legal documents, briefs, pleadings, correspondence, opinions, ordinances, contracts and agreements.
- Transcribe legal briefs, pleadings, correspondence, agreements and other legal documents in matters pending before local, state and federal regulatory bodies, boards, and commissions.
- Type and draft briefs for trial and appellate courts, including both federal and state courts.
- Maintain filing system including filing documents.
- Assist City Attorneys with gathering necessary case information.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

Four years of clerical experience which includes at least two years of experience in a law office.

OR

Associates Degree in criminal justice, office administration, political science or a related field and two years of experience in a law office.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of computers, including Microsoft Windows, Microsoft Office Suite, Case Management software such as ProLaw and/or eDocs.
- Knowledge of legal documents, briefs, pleadings, correspondence, and procedures.
- Knowledge of administration and clerical procedures.
- Knowledge of the structure and use of the English language including word meaning, spelling, composition and grammar.
- Oral communication skills to effectively communicate with citizens, co-workers and management.
- Written communication skills to prepare documents and reports.
- Ability to read and understand work related documents.
- Ability to manage a high level of detail with accuracy.
- Ability to coordinate and organize work assignments and complete multiple projects simultaneously.
- Ability to provide excellent customer service to individuals from all economic, educational, and cultural backgrounds.
- Ability to work with diverse groups of people, including coworkers, supervisors, public officials, people in other departments and the public.
- Ability to use logic to determine the strengths and weaknesses of various approaches to problems.
- Ability to maintain confidentiality.
- Ability to be adaptable to changing situations.

CURRENT SALARY

SALARY (6JN): The current starting salary is \$39,611 annually for City of Milwaukee residents. The non-resident starting salary is \$38,639 annually.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **January 4, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.