

LEGAL OFFICE ASSISTANT

Recruitment #2011-0463DC-001

List Type	Transfer/Promotional
Requesting Department	CITY ATTORNEY
Open Date	11/16/2020 1:45:00 PM
Filing Deadline	12/7/2020 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

**** ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED ****

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

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

ESSENTIAL FUNCTIONS

- Perform legal administrative work including processing, preparing, typing, and copying various documents, including 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.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of administrative support 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.
Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: To receive credit for college coursework, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online

application. Your transcript must be legible and include the university or college name, your name, the degree completed (if applicable), and the degree completion date.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to utilize the 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 residents, 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 work cooperatively and effectively with people whose backgrounds may differ from one's own.
- 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

The current starting salary (6JN) is \$39,611 and the resident incentive starting salary for City of Milwaukee residents is \$40,800. Appointment will be made in accordance with the provisions of the salary ordinance.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the City Attorney's Office reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE – The selection process will be held as soon as practical after the application deadline listed above. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.

ADDITIONAL INFORMATION

- Applications and further information can be accessed by visiting www.jobaps.com/MIL.

- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202

CONCLUSION

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.