

CITY OF OVERLAND PARK - POSITION DESCRIPTION

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|------------------------|---------------------------|---------------------------|------------|
| TITLE: | Secretary, Legal | BAND/LEVEL: | ADM III |
| DEPARTMENT: | Law | JOB NO: | 4320 |
| DIVISION: | Prosecution | DATE: | 12/1/2017 |
| REPORTS TO: | Administrative Prosecutor | FLSA STATUS: | Non-Exempt |
| FT/PT/SEASONAL: | Full-time | COST CENTER: | 123 |
| REPLACES: | Secretary, Legal | LAST REVISED DATE: | 3/25/2017 |

JOB SUMMARY STATEMENT: Provides secretarial/administrative support to Law Department staff. Maintains files and records. Acts as receptionist, handles incoming and outgoing telephone calls, mail and other correspondence. Maintains the law library.

DUTIES AND RESPONSIBILITIES:

1. Acts as receptionist. Handles incoming and outgoing calls and mail. Maintains the law library.
2. Evaluates, answers, and directs public inquiries. Looks up cases, pulls case files, and/or checks other sources for the appropriate information as necessary.
3. Receives and processes incoming driving records.
4. Reviews, updates, and finalizes witness lists. Generates and mails notices related to same.
5. Performs research and quasi-investigations via telephone.
6. Maintains and updates City Appeals. Tracks City Appeals in District Court, Court of Appeals, and Supreme Court.
7. Types and proofs legal memoranda and correspondence.
8. Prepares trial dockets by pulling and updating files.
9. Prepares diversion and attorney plea dockets. Provides courtroom assistance by checking in attorneys, pulling and replacing files, looking for lost or unscheduled files, processing applications, issuing diversion sign-in dates and times, and retrieving information not located in files.
10. Schedules evidence reviews by defense bar.
11. Maintains up-to-date officer vacation schedules, training schedules, switched days off, and medical, military, or other leaves so that court dates can be appropriately scheduled.
12. Performs miscellaneous and general office duties as needed.
13. Works the days and hours necessary to perform all assigned responsibilities and tasks. Is available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
14. Is punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education (high school plus business or correspondence of 1-2 years) which includes courses in typing, shorthand, and office practices or additional equivalent experience.
- Must be at least 18 years of age.

EXPERIENCE:

- One+ years experience in a law office and six months general secretarial/office duties experience, or an equivalent level of experience.

SKILLS:

- Good oral and written communication skills.
- Good phone skills.
- Good interpersonal skills.
- Good typing skills.
- Good listening skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend City policies and procedures.
- Ability to learn and understand personal computer software applications.
- Alpha and numeric recognition.
- Ability to carry out assignments through oral and written instructions.
- Ability to be attentive for extended periods of time.
- Ability to work under distracting conditions.
- Ability to work on several projects at once.
- Ability to recognize and protect confidential information.
- Ability to organize files and effectively retrieve data.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to operate office equipment and machinery to include personal computer, typewriter, calculator, copy machine, fax machine.
- Ability to greet and assist the general public.
- Ability to lift 10 pounds and transport 10 feet.
- Ability to bend to file.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.