



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 492.3

Job Title: **LEGAL SECRETARY**

Pay Grade: 13

### **GENERAL SUMMARY:**

Performs varied and complex secretarial and clerical tasks involving legal matters, including taking and transcribing dictation, typing, filing, screening calls and record keeping.

### **RESPONSIBILITIES:**

- Takes dictation, transcribes notes, types, copies and distributes correspondence and legal documents.
- Screens and routes incoming telephone calls; answers minor technical questions and directs more complex legal questions to appropriate person; takes messages.
- Schedules meetings and makes appointments and travel arrangements.
- Establishes and maintains office records and files; matches incoming matters to existing files, indexes and assignment sheets or creates new ones.
- Processes department forms and reports.
- Processes incoming and outgoing mail.
- Updates legal publications; schedules continuing education classes.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED. Must pass City administered typing test.

#### **EXPERIENCE:**

Two years of secretarial or closely related clerical support experience are required.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Legal Secretary

*Effective: October 1990*  
*Revised: December 1991*