



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 493.6

Job Title: **LEGAL WORD PROCESSOR**

Pay Grade: 11

GENERAL SUMMARY:

Performs entry-level work in a legal word processing environment.

RESPONSIBILITIES:

- Operates a word processing system or computer to store, retrieve and produce hard copies of various legal forms, letters, documents and publications.
- Types legal documents such as pleadings, briefs, deeds, liens, ordinances, Requests for Council Action, affidavits, memoranda and correspondence; proofs and makes corrections as appropriate.
- Transcribes handwritten or dictated materials for final production.
- Provides all labor and support for data processing; including computer disk maintenance, setting controls for margins, spacing and tabulation to produce professional finished copy.
- Operates word processing machine to perform specialized functions, including line justifying, page numbering, spell checking, topic search and statistic retrieval.
- Stores data on disks or hard drive and maintains back-up tape. Maintains a log or index of all production and purges periodically to eliminate extraneous data or documents.
- Establishes and maintains legal files for all lawsuits or other legal matters.
- Enters information on standardized and specialized forms stored in or available through word processing equipment. Calls up and customizes legal documents by adding individualized information.
- Operates other office machines, including electric typewriter, scanner, copy machine, facsimile machine, calculator and ten-key.
- Maintains organized workstation and surrounding area to promote an orderly and professional environment.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

EXPERIENCE:

Six months of general clerical work experience including typing are required. Must pass City administered typing, spelling and grammar test.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

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 Word Processor
Senior Legal Word Processor
Office Supervisor

Effective: October 1990

Revised: January 2002