



**City of Phoenix  
LEGAL SECRETARY  
ASSIGN: LEAD**

**JOB CODE 01023**

Effective Date: 10/12

**DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to provide secretarial support for three to five attorneys, which requires secretarial competence, including stenographic skills. Familiarity with legal documents, procedures, principles, and terminology as well as a high degree of thoroughness and accuracy is required in performing varied secretarial assignments and routine administrative details within established time constraints. Incumbents work with considerable independence according to general instructions and procedures. Work is generally reviewed for completeness and compliance with legal standards and policies by a Secretarial Supervisor or other supervisor, unless the assignment involves routing or standardized procedures and methods.

The following Lead Assignment job description is meant to apply to all like titles, regardless of any assignment or designation.

**DISTINGUISHING FEATURES OF THE LEAD ASSIGNMENT:**

The fundamental reason a Lead Assignment exists is to assist in supervising other employees. This lead work is in addition to the regular duties as described in the base classification job description.

While the duties of Lead positions can vary by department and work group, some examples of Lead responsibilities include:

- Training new and current employees.
- Assigning, reviewing, and approving work.
- Handling the more complex and technical problems and customer inquiries in the work unit.
- Supervising a work unit whenever the regular supervisor is absent.
- Completing various activity statistical reports, budget monitoring, and/or other special projects.
- Ensuring that department management is informed of critical issues or other emergencies.
- Providing input on employee performance evaluations and disciplinary actions.



## **City of Phoenix**

- Handling the day-to-day scheduling of employee breaks, work periods, and coverage of work stations or public counters.
- Ensures work is performed in compliance with section/division/department standards and established deadlines.
- Depending on staff assignment may perform other duties and tasks.

**Lead\*U7:** Some Lead positions, such as "Lead-Unit 7," perform the full range of supervision over others. This would include the examples above, plus such responsibilities as conducting employee performance appraisals; approving leave and overtime; and handling hiring, firing, discipline, and grievances of employees as a first-level supervisor.

The Lead assignment is distinguished from the base classification by supervisory responsibilities, responsibility for the more complex and technical work situations, the independence with which duties are performed, and decision making authority.

### **ESSENTIAL FUNCTIONS:**

- Transcribes tape dictation for the drafting of various legal documents, general correspondence, and related material;
- Assembles data and coordinates work flow for the timely preparation of routine correspondence and legal documents by work processing;
- Reviews documents for completeness, and typographical and format errors;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Business English and spelling.
- Legal terminology, principles, procedures, and forms as related to secretarial work.

Ability to:

- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Plan and organize work load to comply with established time constraints.
- Work cooperatively with other employees, customers, clients, and the public.
- Enter data or information into a terminal, PC, or other keyboard device.
- Remain in a sitting position for extended periods of time.



## **City of Phoenix**

- Comprehend and make inferences from material written in the English language.
- Operate standard office equipment, such as a copier and FAX machine.
- Communicate orally in the English language with customers, clients, and the public using a telephone.
- Sort, separate, arrange, file or distribute incoming mail or material.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Two years of clerical experience in a legal setting, including training in typing and stenography. Other combinations of experience and education that meet the minimum requirements may be substituted.