



City of Phoenix
LEGAL SECRETARY
ASSIGN: (Phoenix Employment Relations Board)
PERB

JOB CODE 01024

Effective Date: 06/07

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.

DISTINGUISHING FEATURES OF THE ASSIGNMENT:

A Legal Secretary in the Phoenix Employment Relations Board (PERB) assignment is an employee of the PERB agency and not a City of Phoenix employee. The assignment is responsible for implementing Arizona Open Meeting Law requirements; addressing questions on the application of the City of Phoenix Meet and Confer Ordinance and PERB regulations; responding to and interacting with various City administrators, City and union attorneys, and union stewards; and transcribing verbatim minutes of meetings. The incumbent works in a labor law environment with attorneys and hearing officers, and prepares and processes legal orders and decisions of the board. Other duties include developing and maintaining the agency web page, developing and maintaining a case management database to track case flow, designing and revising forms, reviewing and drafting correspondence, and creating handbooks and organizing and planning workshops for Board members.

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;



City of Phoenix

- 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.
- 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.