MEMORANDUM

TO: ALL DEPARTMENTS
FROM: ANGIE D. BALDWIN, DIVISION HEAD
       JEANETTE CALLOWAY, OFFICE MANAGER
DATE: 12/2/2020
SUBJECT: JOB OPENING

There is a job opening in the Prosecuting Division within the Legal Department for the position of a Legal Clerk. If a current city employee does not fill this position within (10) days from this notice, it will open to the public on 1/7/2021.

DEFINITION:

Under general supervision, is responsible for work of average difficulty in performing general secretarial/clerical work for the Prosecutors; performs related work as required and/or assigned.

ESSENTIAL JOB DUTIES:

Types from rough draft letters or memorandums where knowledge of format and presentation are necessary, collects and organizes information from several sources for inclusion in records or reports; maintains general office files; follows up on matters in progress to expedite their completion; composes letters and memorandums in accordance with known policies and brief instructions; arranges and schedules appointments and arranges for meetings and conferences; screens visitors, telephone calls and mail; conducts meetings and is responsible for recording official minutes and significant parts of discussions; may transcribe from dictated tapes; maintains personnel, financial and other records, supervises subordinate clerical staff; operates a variety of office machinery such as typewriter; adding machines, calculator, photocopiers, and desktop computer.

MINIMUM QUALIFICATIONS

Sufficient skill in typing/keyboarding to complete sixty (60) net words per minute good listening skills. Considerable knowledge of office procedure, work flow coordination and clerical techniques. Have the ability to deal in a courteous and effective manner with others. Have the ability to answer phones and deal with the public in a courteous and professional manner with attention to customer service.

TRAINING, EXPERIENCE, OTHER REQUIREMENTS

At least two years of experience as an office clerk or equivalent working in an office environment. Physical requirements include mainly sitting, squatting, standing, walking; talking; listening; reading; operating a variety of office equipment; light lifting with some duties.

LICENSES, CERTIFICATIONS:

- Licenses and Certifications: None required
- Other

PHYSICAL REQUIREMENTS OF JOB

Americans with Disability Specifications: The physical demands described here are an indication of what must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include mainly sitting, squatting, standing, walking; talking; listening; reading; operating a variety of office equipment; light lifting with some duties.