



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: EXECUTIVE SECRETARY-LAW

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4010

PAY RANGE CODE: SEC1

REVISION DATE: 6/23/16

NATURE OF WORK:

This is responsible technical work in the performance of secretarial duties for the director of the Law Department. Work involves performing varied clerical duties, requires knowledge of departmental policies and procedures, the ability to exercise independent judgment, the ability to complete assignments without supervision, the ability to take and transcribe meeting minutes, draft department budget, and the ability to supervise a number of subordinates.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

From Dictaphone tapes, types correspondence, legal documents, opinion, briefs, agreements, stipulations, affidavits, answers, interrogatories, ordinances, resolutions, in-house policies and directives, and minutes of meetings.

Composes routine and confidential correspondence and processes forms and documents, reading all incoming litigation and highlighting pertinent portions for the department's legal staff.

Arranges meetings and appointments for the City Attorney and informs other legal staff when necessary.

Provides the City Attorney with information regarding litigation, court dates, requests made to the Law Department, and other needed information.

Maintains a call-up file of requests of the civil attorneys to initiate departmental action.

Prepares and maintains the City Attorney's files, including departmental confidential files.

Monitors and records personnel data and maintains departmental leave records.

Monitors, records, and reports departmental expenditures.

Drafts preliminary department budget.

Supervises the department's secretarial and clerical staff and trains new staff members.

Coordinates the department's paralegal and intern programs, including contacting the local community college and the universities to obtain candidates and arrange their interviews with the City Attorney.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern office procedures and practices, including clerical and secretarial methods.

Knowledge of business English, spelling, grammar, and business mathematics.

Knowledge of departmental operations, functions, rules, and regulations.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in taking notes or meeting minutes and transcribing them neatly and accurately.

Ability to compose correspondence, reports, and other documents.

Ability to exercise independent judgment in making decisions regarding office procedures and policies.

Ability to plan, distribute, and oversee the work of a number of subordinates.

Ability to understand written or oral instructions.

Ability to maintain confidential departmental records.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures and guidelines.

Ability to sit and type from 76 to 100% of the time; to bend, stoop, squat, kneel, stand, and walk from 51 to 75% of the time; to push and pull from 26 to 50% of the time; and to reach and lift up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects from up to 33% of the time; up to ten (10) pounds of force to move objects from 34 to 66% of the time; and lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Six (6) years of experience in secretarial work.

SPECIAL QUALIFICATIONS

Must pass a typing test with a net accuracy rate of at least sixty-five (65) words per minute with 90% accuracy at the time of application.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Dictation Equipment	Copier
Telephone	Printer	Calculator
Facsimile Machine	Scanner	Typewriter
Telecommunications Device for the Deaf		

Previous Revision Date(s):

3-25-93

8-30-07