

HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
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150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 27-18
POSTED: 05/09/2018, 8:00 a.m.
EXPIRATION: 06/08/2018, 4:30 p.m., or until filled
TITLE: LEGAL SECRETARY (Position Code #1660)
SALARY: \$47,500 - \$64,125
DEPARTMENT: LEGAL
DIVISION: LEGAL

TASKS OR DUTIES: (Illustrative)

Schedules court appearances for trial or motion and arranges for the attendance of witnesses. Makes trips to court and recorder's office (Will and Kendall Counties) to file documents. Establishes and maintains files. Prepares and types correspondence, interoffice forms, agendas, purchase orders, vouchers, documents, and related papers. Prepares routine correspondence in response to requests or inquiries in accordance with established procedures. Composes simple letters of a varied nature. Schedules appointments. Receives a variety of visitors from other departments and offices and from outside the City government, ascertains the purpose of their visit and directs the visitor to the proper office and person. Answers telephone, screens callers, and gives general information in response to requests or inquires. Opens, sorts and delivers office mail. Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products. Operates a variety of office equipment including computer, typewriter, fax machine, copy machine, calculator. Files legal supplements and other updates. Ensures operation of equipment by completing preventive maintenance requirements and calling for repairs. Produces information for formatting, inputting, editing, retrieving, copying and transmitting test, data and graphics. Requests all documents needed for new lawsuits and prosecutions, and coordinates case documents without outside counsel. Draft, edit, and transmit documents relating to real estate sales and purchases.

PERIPHERAL DUTIES:

Provides backup to related positions in team atmosphere.

POSITION REQUIREMENTS:

Excellent typing ability.

Requires the ability to maintain complex clerical records and various legal documents, preparing reports and statistics from such records.

Ability to communicate effectively both orally and in written form.

Ability to make minor decisions in accordance with State law, ordinances, regulations and established policies.

Ability to get along well with others, clerical aptitude, good judgment, tact and courtesy.

SPECIAL REQUIREMENTS:

A valid State driver's license.

QUALIFICATIONS FOR HIRE:

Minimum high school diploma; additional training in the legal field and City government helpful.

Proficient in Microsoft Office; knowledge of Laredo, Will County court system, Tyler-Munis, U.S. District Court CM/ECF system, and Contentverse are helpful.

TOOLS AND EQUIPMENT USED:

Frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine, fax machine and any other tools of the profession which may come into common use or be necessary to perform needed tasks.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER