



City of Kansas City, Missouri Job Class Specification

Job Title: LEGAL SECRETARY

Department: MULTI

Job Code: 1028

Status: NONEXEMPT

Grade: NE-5

Summary

This is responsible and specialized clerical work preparing and processing legal documents. The work demands a high level of expertise in word processing and basic understanding of legal terminology as well as familiarity with legal documents such as pleadings and contracts.

An employee in this class is expected to exercise certain judgment after consultation with an attorney or administrative superior. The employee may be required to draft or complete forms of limited nature.

Duties and Responsibilities

- Prepares all forms of pleadings and discovery, including petitions, answers, motions, trial and appellate briefs, jury instructions, interrogatories, requests for production and inspection, under supervision of attorney.
- Prepares draft and final contracts on direction of attorneys.
- Schedules depositions and other appointments as authorized.
- Uses word processing program and other office machines including calculators, printers copiers and fax machines.
- Maintains financial information records not requiring technical bookkeeping knowledge.
- Performs routine telephone work.
- Performs filing and addresses routine office matters.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:
Modern office practices, procedures, and machines.
Business English, legal terminology, spelling and commercial arithmetic.

Considerable knowledge of:
Basic word processing.

Ability to:
Interpret directions in preparation of documents.
Understand rules, regulations and policies.
Perform routine administrative detail independently, including the composition of important letters and memoranda.
Maintain and keep complex files.
Plan and organize work assignments
Take dictation, either by use of shorthand or stenotype machine and ability to transcribe such material accurately on a word processor.

Education and Experience	High school graduation and two (2) years of experience as a legal secretary; OR An equivalent combination of education and experience.
Certificates/ Licenses/Special Requirements	▪ Must pass a background check as prescribed by the City. ▪ Must be able to type 50 words per minute.
Supervisory Responsibility	None
Supervision Received	Work is performed under general supervision. Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	7/96
Revised	11/97, 12/97, 9/06, 4/13, 4/16,8/2022