

	THE CITY OF KEY WEST Job Description	Non-Union, Hourly Position	
		DATE OF REVISION	10/01/05
POSITION	LEGAL ASSISTANT I	MIN. HOURLY WAGE	\$12.9965
DEPARTMENT	City Attorney's Office (14-01-514)		
JOB CODE	43260	GRADE	N18

PHYSICAL LOCATION:

- 605 B Simonton Street, 2nd floor, City Attorney's Office.

REPORTING RESPONSIBILITY:

- Reports directly to City Attorney and Assistant City Attorneys or designee.

GENERAL FUNCTION LEGAL DEPARTMENT:

- This is a secretarial, clerical and bookkeeping position in the City Attorney's Office. The work involves ordinary legal secretarial duties and the organization of and payment of the department's monthly bills.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers, City Officials and the general public.
- Able to work a forty- (40) hour workweek.
- Able to use equipment and/or materials as specified in this job description.
- Able to report for duty in a timely fashion.
- Attendance is an essential function of this position.
- Able to climb stairs.

EQUIPMENT TO BE USED:

- Thorough knowledge of modern office machines including, but not limited to, personal computer and related software, including Microsoft Word/Excel, Outlook, telephone, calculator, copy machine and fax machine.

ENVIRONMENT:

- Generally air-conditioned office – 2nd floor, requires climbing stairs.

PHYSICAL REQUIREMENTS:

- Sitting 55%
- Standing 10%
- Climbing Stairs 5%
- Bending 5%
- Reaching 5%
- Lifting 5%
- Walking 15%

DUTIES/TASKS/JOBS:

- Accurately prepares correspondence, ordinances, resolutions and other legal documents at City Attorneys’ direction.
- Maintains staff calendar, tracks filing deadlines, trial dates and coordinates depositions.
- Performs bookkeeping functions, using the City’s AS400 system.
- Takes telephone messages and schedules appointments for staff.
- Assists in maintaining departmental filing system and library.
- Provides back-up secretarial assistance in other areas when necessary.
- Does courthouse filings and works with the Clerk of the Court.
- Performs other clerical duties as assigned.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Must possess basic English grammar and business composition skills as well as basic math skills.
- Ability to work independently, within the scope of existing city and departmental rules.
- Knowledge of or ability to learn appropriate municipal codes, ordinances and laws.
- Ability to communicate in a polite and effective manner with co-workers, City officials and the general public.
- Ability to produce error-free documents from rough draft, plain copy or transcribed instruction.
- Thorough knowledge of modern office machines, practices and system.
- Ability to understand moderately complex written regulations and instructions.
- Computer literate in Word and Windows.
- Able to maintain files and organize documents
- High School diploma or equivalent.
- Typing speed of 40 correct words per minute as certified by the office of Human Resources.
- Previous legal/litigation experience.

Periodically duties, equipment, material and/or job setting, other then those listed is required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for ability a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted “Acknowledgments”, that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORK PLACE**

**Apply at:
City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West FL 33040
Telephone (305) 809-3714**