



Position Title:	Legal Secretary	Job Code:	4139
Reports To:	Legal Counsel	Job Group:	SNE
Department:	Legal Affairs	Salary Grade:	12
Prepared By/Date:	Donna French/08-15-2011	FLSA Status:	Non-Exempt
Approved By/Date:	Carmen Dominguez/10-04-2011		
Revised:			

Summary:

This position provides advanced and complex administrative level support to Legal Affairs.

Essential Duties and Responsibilities:

- Works as part of the office's staff support team and provides support accordingly
- Monitors and maintains records
- Plans and schedules meetings and conferences
- Types correspondence and assists in compiling of reports for internal and external distribution
- Handles direct inquiries from the public and follows-up with appropriate action
- Composes routine correspondence independently and maintains mailing lists; files and completes special projects as assigned
- Answers telephone, screens callers, relays messages and greets visitors
- Records minutes of staff meetings
- Maintains and distributes office supplies
- Prepares on-line payrolls
- Produces electronic information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics
- Makes decisions regarding dissemination of information, screening of visitors and deferral or immediate action in absence of supervisor
- Assists with supervision of student assistants including work assignments
- Handles highly sensitive and confidential information
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge and commitment to the college mission
- Knowledge of current technical developments/trends in area of expertise
- Excellent organizational and communications skills (both oral and written)
- Knowledge of PC applications and solid computational skill
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to pass MDC Clerical Typing Skills Assessment – minimum typing 40 wpm
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to read, analyze, and interpret common scientific and technical journals, financial

- reports, and legal documents
- Ability to work with user communities of diverse backgrounds and skill levels
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that 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.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates degree or business school degree/certificate and four (4) years of progressive office experience as a Secretary

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name