

CONFIDENTIAL LEGAL SECRETARY II

The City of Harrisburg is accepting applications for a Confidential Legal Secretary II in the Office of the City Solicitor. The Confidential Legal Secretary II is a highly sensitive and confidential position which requires the ability to exercise judgment based on city-wide policy and procedures. The incumbent is privy on a daily basis to policy formulation and personnel actions relating to collective bargaining, budget, finance and those which affect the entire city. The incumbent must possess a high degree of flexibility in the application of administrative skills. Coordinates activities of personnel in the Law Bureau. Analyzes and organizes office operations and procedures, preparation of payroll information, requisition of purchase orders and other administrative services. Work in this position is performed under the supervision of the City Solicitor, Sr. Deputy City Solicitor, Staff Attorneys and Legal Assistant. This is a management, FLSA-exempt position.

Qualifications include possession of a high school diploma or its equivalent. Prior experience in clerical/secretarial work, preferably in a law office setting. Proficiency with Microsoft Office products, Adobe and Outlook. Completion of business school or some related college courses desirable. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.

The annual salary range is \$45,000 to \$52,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE**Grade: M-4**

Confidential Legal Secretary II
Office of City Solicitor

GENERAL STATEMENT OF DUTIES:

Confidential Legal Secretary II in the Law Bureau is a highly sensitive and confidential position which requires the ability to exercise judgment based on city-wide policy and procedures. The incumbent is privy on a daily basis to policy formulation and personnel actions relating to collective bargaining, budget, finance and those which affect the entire city. The incumbent must possess a high degree of flexibility in the application of administrative skills. Coordinates activities of personnel in the Law Bureau. Analyzes and organizes office operations and procedures, preparation of payroll information, requisition of purchase orders and other administrative services. Work in this position is performed under the supervision of the City Solicitor, Sr. Deputy City Solicitor, Staff Attorneys and Legal Assistant.

JOB LOCATION:

Work is performed at the Reverend Martin L. King, Jr., City Government Center, Law Bureau, Suite 402, 10 North 2nd Street, Harrisburg, PA. Work is normally performed in a typical/office work environment; however, some work involves visits to county, federal and commonwealth courthouses and other City properties.

ESSENTIAL FUNCTIONS:

- Ability to concisely and effectively communicate both orally and in writing;
- Prepares correspondence independently on routine and sensitive matters;
- Sound computer and typing skills, with an ability to create, edit, manipulate and review documents, primarily working in Microsoft Office Suite and Adobe products;
- Types letters, memoranda, legal documents, statistical reports, directives, and related materials for the Law Bureau;
- Maintains client confidence by keeping client/attorney information confidential.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions; maintaining transcripts; documenting and maintaining evidence.
- Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products.
- Performs basic research to assist in the completion of staff work;
- Data Entry of information on computer;
- Monitors all Law Bureau purchase orders and requisitions;
- Maintains Law Bureau records of invoices, contracts, legislation, etc.;
- Compiles special projects upon request;
- Attends meetings upon request and prepares notes of the proceedings;

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ESSENTIAL FUNCTIONS (CONT'D):

- Establishes and maintains master files and Law Bureau personnel files;
- Assists City Solicitor in monitoring and maintaining personnel/payroll and budget procedures;
- Evaluates office production and recommends revisions to procedures as needed upon request of City Solicitor;
- Makes and keeps track of scheduling and appointments for Law Bureau Attorney's;
- Responsible for making all arrangements for training, seminars, conferences, etc.;
- Receives visitors and directs them to proper office;
- Screens telephone calls, handling them personally if possible or referring callers to proper office;
- Distributes correspondence, U.S. mail and inter-departmental;
- Assists with Right to Know duties as needed at the direction of the City Solicitor or his/her designee;
- Performs other clerical duties as deemed necessary by the City Solicitor or his/her designee.

NONESSENTIAL FUNCTIONS:

None.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated organizational skills and record management.
- Thorough knowledge of legal terminology, procedures, and general municipal operations is preferred.
- Ability to work well with others and handle sensitive situations with discretion and sound judgment.
- Ability to maintain smooth working relations with other management employees.
- Ability to prepare documents under pressure.
- Proficiency with Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Adobe Acrobat.
- Ability to maintain confidential nature of reports.
- Demonstrated ability to maintain legal files, prepare reports, letters and memos from such records, and photocopy/scan.
- Ability to exercise good judgment and to act in a professional and courteous manner with the general public.

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