

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

LEGAL SECRETARY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform secretarial/administrative work associated with providing administrative support within the County Attorney's Office or other assigned department. Duties and responsibilities include coordinating and attending meetings (which may occur after regular business hours), recording and transcribing meeting minutes, preparing resolutions and legal pleadings, processing documentation, maintaining records, assisting the public, processing documentation and information.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides direction, training, and assistance to employees; training as needed; coordinates daily work activities; organizes, prioritizes, and distributes work to appropriate attorneys and/or other personnel; monitors status of work, inspects completed work, and troubleshoots problem situations.

Provides secretarial/administrative support for the department; processes a variety of documentation associated with department operations within designated timeframes and per established procedures; organizes work and identifies priorities.

Plans and coordinates arrangements for various meetings; attends meetings as required; records and transcribes meeting minutes; prepares minutes, packets or other meeting materials; maintains records; coordinates scheduling and setup of meeting rooms up for various meetings/activities.

Attends committee meetings as directed and records and types minutes for documenting discussion and actions taken by committee.

Contacts homeowners to schedule meeting for addressing work to be conducted on privately owned property.

Completes right of way documentation for appropriate properties and ensures establishment of easements.

Distributes minutes and agenda for the Storm Water Advisory Committee.

Transcribes, types, prepares, or completes various forms, reports, correspondence, contracts, resolutions, meeting minutes, pleadings, legal documents, or other documents.

Receives various forms, reports, correspondence, policies, procedures, codes, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Conducts research functions as requested by County Attorney, County Commissioners, department heads, and elected officials.

Compiles statistical and administrative data as needed; performs research and makes applicable calculations; prepares/generates reports; maintains records.

Rutherford County, Tennessee • Legal Secretary

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer system; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, research, Internet, email, or other computer programs; backs up computer data and stores in secure location; performs basic maintenance of office/computer equipment, such as replacing paper, toner, or ribbons; coordinates service/repair activities as needed.

Monitors inventory levels of departmental equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Maintains file system of department files/records; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; purges files and destroys/disposes of obsolete records as appropriate.

Maintains library of current research materials, legal resources, periodicals, state codes, legal books, legal forms, or other reference materials.

Processes incoming/outgoing mail; sorts, organizes, opens, and/or distributes incoming mail; signs for incoming packages; prepares outgoing mail for pickup.

Performs general clerical tasks, which may include making copies, distributing documentation, sending/receiving faxes, or updating department manuals/documentation.

Answers telephone calls and greets visitors; screens calls ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel; records/relays messages; initiates and returns calls as necessary.

Performs customer service functions; provides assistance and information related to department, county, or court services, locations, guidelines, procedures, forms, fees, or other issues; responds to complaints and routine questions; researches problems and initiates problem resolution.

Communicates with supervisor, employees, other departments, county officials, court officials, attorneys, law enforcement officials, public safety personnel, government agencies, the public, community organizations, vendors, the media, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental issues and documentation.

Ensures adherence to internal policies regarding provision of legal advice.

Assignment to Public Works may involve the following additional functions:

Receives moneys in payment of various services, taxes, maps, documents, or other fees; records or posts transactions; issues receipts; prepares bank deposits and forwards as appropriate; assists in balancing revenues, accounts, bank statements or other records.

Coordinates calendar activities for the department, to include planning/scheduling appointments, meetings, interviews, or other activities; updates calendar on a regular basis.

Processes purchasing documentation; reviews purchase requests for sufficient funding and for compliance with purchasing guidelines; prepares purchase orders; verifies completeness of information, proper authorization, and assignment to proper budgetary account.

Processes budget documentation for the division/department; assists in projecting and developing annual department budget; makes budgetary recommendations; prepares budget balance sheets; monitors expenditures to ensure compliance with approved budget; maintains balance of expenditures in capital outlay projects; prepares requisitions for proper approval; maintains financial ledgers on computer of departmental revenues/expenditures on computer.

Maintains financial books/records for the division/department; posts financial transactions to cash journal; ensures posting of transactions and deposits to appropriate budget line item; balances/reconciles ledgers, accounts, bank statements, revenues, and other records.

Processes invoices for payment; matches invoices with statements or other backup documentation; verifies receipt of goods/services; reviews invoices for accuracy; makes applicable calculations and researches discrepancies; forwards invoices for payment.

Processes work order requests; receives work order requests and routes requests to appropriate person; monitors status of outstanding work; maintains records.

Processes personnel and payroll documentation; maintains personnel records; reviews timesheets or time cards for accuracy and completeness; may calculate hours work, verify calculations, and research discrepancies.

Coordinates travel arrangements, accommodations, conference registrations, or other travel-related plans for department staff.

Provides administrative support for stormwater program including maintaining files.

Maintains Public Works project log and files, publishes updated easement book annually, and visits sites where easements are to be obtained.

Maintains files for special projects such as FEMA mitigation grants and road widening projects, and is responsible for bookkeeping projects, and works with state auditors as required.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in secretarial science and personal computer operations; supplemented by one (1) year previous experience and/or training involving legal office work, office administration, public interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. **STANDING AND WALKING**

Estimated Total Hours: 2 Maximum Continuous Time: 1

2. **SITTING**

Estimated Total Hours: 7.5 Maximum Continuous Time: 1

3. **LIFTING/CARRYING**

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs					
76-100 lbs					
>100 lbs					

4. **PUSHING/PULLING**

Objects: File cabinet drawers, boxes of paper

5. CLIMBING

Tasks: steps, fences

Frequency: daily, infrequently

6. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	75 % of time
Outside	25 % of time

7. OTHER JOB DEMANDS

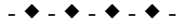
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash		X

8. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Computer, printer, copier, truck, shopping cart, survey equipment, tape measure, hammer

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date