
JOB VACANCY ANNOUNCEMENT



Internal: Yes
External: Yes
Classification: Regular
Schedule Status: Full-time
Salary: Grade 11 (\$13.68/hr. min)

Opening Date: February 22, 2010
Closing Date: March 4, 2010

Legal Secretary II

Tooele City Corporation is an equal opportunity employer and does not discriminate with respect to any qualified applicant with a disability or disabilities.

Summary of Duties:

The Tooele City Attorney's office is seeking an experienced, positive legal secretary who thrives best when working in a busy law office. This key administrative position performs complex secretarial duties requiring knowledge and application of legal terminology, processes, and procedures.

Typical duties include providing secretarial and technical support to city prosecutors as needed to expedite processing of up to misdemeanor criminal offenses. The legal secretary II routinely reviews police reports, prepares case files, collects available evidence for prosecutors, prepares various court documents, coordinates scheduling with the court and other involved parties, reviews files and records for enhancement options, prepares subpoenas, and maintains records and files. Our legal secretary fields questions from the public which includes assisting those who are emotional, periodically confrontational, and experiencing trauma in theirs or a family member's life due to criminal charges.

The legal secretary II also assists with administrative duties relating to civil matters. Types ordinances and resolutions, provides copies of code, answers non-legal questions, prepares files, maintains records, and performs other duties include assisting with technical projects and conducting limited research for location of legal authorities.

Qualifications:

We are looking for an experienced legal secretary who has at least a high school diploma (or equivalent) and four (4) years of experience as a legal secretary or in some other comparable position providing exposure to legal terminology, methods, and procedures.

We will also consider applicants who have an equivalent combination of administrative experience and advanced education in the legal field.

Advanced education in a field related to the above duties is highly desired.

TO APPLY

Return a completed Tooele City Application, a resume, and cover letter explaining how you meet the above qualifications by the closing date. Return materials to: Tooele City HR Office, 90 N Main, Tooele, UT, 84074 or fax to 435-843-2106. Pre-employment drug screen and comprehensive background check including criminal records review required.