

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN, CT 06510
www.cityofnewhaven.com

POSTED: JUNE 5, 2017
REMOVAL DATE: JUNE 16, 2017

POSITION: LEGAL EXECUTIVE SECRETARY
(M-5138) (TESTED)
DEPARTMENT: OFFICE OF THE CORPORATION COUNSEL
SALARY: (RANGE 7) MINIMUM.: \$44,623 ANNUALIZED
HOURS: 35 HOURS PER WEEK
FUNDING: GENERAL FUNDS

NATURE OF WORK

This is a responsible legal secretarial and office management work providing attorneys with general secretarial assistance. Work is performed under the general supervision of the Corporation Counsel, with latitude for independent judgment, and is reviewed through conferences, reports, and evaluation of results. Work requires the exercise of professional judgment, maintenance of client confidences, and performance of work assignments accurately and within established timeframes.

MINIMUM REQUIREMENTS:

Graduation from high school supplemented by legal secretarial course work; a minimum of 2 years of experience in legal secretarial and related work; or any equivalent combination of training and experience which provides the necessary knowledge, abilities and skills as stated in the job description, including but not limited to: Considerable knowledge of legal terminology, forms, and documents; Knowledge of legal methods and procedures, including the local court structure (State and Federal) and related legal offices; Knowledge of the practices of a law office and internal office procedures; Knowledge of formatting and content of legal forms and documents; Knowledge of the documents used in the preparation of briefs and pleadings; Skill in typing from rough draft or dictation at a rapid speed with reasonable accuracy, using a computer.

This position is included in a collective bargaining agreement with Local 3144, American Federation of State, County and Municipal Employees. As a condition of continued employment, a person appointed to a Local 3144 bargaining unit position will be required to obtain union membership at the completion of 90 working days.

Employment is contingent upon the successful completion of: (1) a background check, (2) a physical examination, including drug screening, and (3) a 90-day probationary period.

Please note that our preferred method of communication with applicants is by email. In the application process, please provide us with a valid email address, and ensure that you monitor your email for correspondence from our department.

Applications and job description may be picked up at the Department of Human Resources at 200 Orange St., 1ST Floor, Monday through Friday, 9 A.M. to 5 P.M. Applications and/or resumes must be received by the Department of Human Resources, **No Later Than 5 P.M. on REMOVAL DATE.**

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department Bulletin Board.