



## Town of Oro Valley Classification Description

Title: **LEGAL SECRETARY**  
Job Code: 1260  
FLSA Status: Non-Exempt

Department: Legal  
Salary Grade: 107

### **POSITION SUMMARY:**

Under close supervision, provides administrative assistance and support to the Legal Department and Town Manager's office.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Maintains, tracks and updates legal information.
- B. Types and proofreads legal documents.
- C. Receives, opens, reviews, sorts and distributes mail.
- D. Answers phones and accommodates walk-in clients.
- E. Orders and provides disclosures to necessary parties.
- F. Prepares general correspondence and transcripts of court hearings.
- G. Responds to routine letters and composes general correspondence.
- H. Creates, maintains and researches criminal and civil case files.
- I. Redacts public records requests.
- J. Provides information and assistance to Legal staff, including covering some job duties of Senior Paralegal and Paralegal I during absences
- K. Pulls legal files for the following week's court calendar.
- L. Provides administrative support, as needed, to Executive Assistant (to Town Manager and Town Council), including covering some job duties during absences.
- M. Performs other duties as assigned.
- N. Maintains regular and reliable attendance.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing municipal law.
- Knowledge of the basic principles of record keeping, case files and records management.
- Knowledge of legal and law enforcement terminology and court processes and procedures.
- Ability to effectively use computer hardware, software and assist with office equipment maintenance.
- Skill in drafting and editing reports, legal documents and correspondence.

- Ability to work within deadlines to complete projects and assignments.
- Ability to follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED, Associates Degree preferred.
- Two (2) years administrative experience including one (1) year in a legal office; **OR** an equivalent combination of education and experience.
- Successfully complete background investigation.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.
- Possible remote work as assigned.