

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon-Bibb County**

POST DATES: 03/23/2015 to 03/31/2015

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: LEGAL SECRETARY

JOB CLASS (GRADE):

HOURLY RATE: \$12.44 - \$15.13

WORK WEEK: MON. – FRI.

WORK HOURS: 8:00 A.M. – 5:00 P.M.

DEPARTMENT: SOLICITOR - GENERAL

DEPT. HEAD: Rebecca Grist

(X) REPLACEMENT

() NEW REQUIREMENT

JOB SUMMARY:

The Legal Secretary is responsible for providing administrative support to office operation.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Handles phone calls/walk-ins with various inquiries/questions/problems.
- Assists office staff/attorneys/officers/general public with various inquiries/questions/problems.
- Processes all payable citations by entering on the computer and filing them.
- Processes all citation payments received by mail and paid on-line.
- Researches unidentified payments.
- Disburses notices for all citations not paid by due date.
- Prepares information sheet for case files.
- Prepares accusation for case files.
- Runs driver histories and criminal histories.
- Files and retrieves documents, files, etc. as requested.
- Performs variety of clerical functions including word processing and data entry.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Legal Secretary must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of Georgia law and procedures.
- Knowledge of and proficiency in Microsoft Office products.
- Ability to work well with the Public.
- Skill in effective oral and written communication skills.
- Ability to work effectively with members of all levels within the organization.
- Ability to show good judgment, consistency, timeliness, and respect in decision-making.
- Ability to achieve results on a timely basis.
- Ability to effectively manage multiple tasks and priorities at one time and consistently achieve results on a timely basis.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Legal Secretary should possess an Associate's Degree OR equivalent combination of education and experience; preferably in Secretarial Science, Paralegal Studies or related field; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.
- Because of the Office access to GCIC and NCIC, the Legal Secretary shall have no Felony Convictions

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Legal Secretary is required to travel minimally but may be required to do so on occasion.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public, often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

If you feel you qualify for the above position, you may obtain a Position Opening Application at the Human Resources Department. Once completed, the application should be returned to the Human Resources Department. Applicants who are not selected to fill the position will be notified by mail. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER