

## SECRETARY TO THE TOWN ATTORNEY

### DISTINGUISHING FEATURES OF THE CLASS:

This is responsible secretarial work which involves the taking and transcribing of dictation and maintaining confidential files and records in the Town Attorney's Office. The work is performed under the general supervision of other employees is not normally a function of this position.

### TYPICAL WORK ACTIVITIES:

1. Takes and transcribes dictation of a specialized and technical nature and transcribes from a dictating machine;
2. Answers correspondence, composing reply letters for the signature of superior; may be empowered to sign superior's name to letters on matters that are routine or of minor importance;
3. Serves as receptionist, taking messages, arranging appointments and referring callers;
4. Collects data and compiles confidential reports;
5. Maintains office filing system and legal library;
6. Monitors budget and is responsible for verification and preparation of bills for payment;
7. Compiles and forwards additions to local laws and ordinances to the appropriate agency for inclusion in the Town's municipal code;
8. Types a variety of legal documents, reports, letters and memoranda including some of a confidential nature;
9. Screens mail received and attaches any previous correspondence, reports or records before submitting to superior;
10. Prepares a variety of complex forms;
11. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of vocabulary and grammar; good knowledge of business arithmetic; ability to take and transcribe dictation at a high rate of speed; ability to understand and carry out complex oral and written instructions; neatness; accuracy; tact; courtesy; integrity; good judgment; physical condition commensurate with the demands of the position.

### RECOMMENDED MINIMUM QUALIFICATIONS:

Graduation from high school or its equivalent wherein courses in stenography were major AND three years of experience in stenography and general office work, at least two years of which must have been as a private secretary to an individual or agency;

OR: Any equivalent combination of experience and training sufficient to indicate ability to do the work.

CL5415

ADOPTED: 08/20/80