

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2146

OPEN COMPETITIVE EXAMINATION FOR: LEGAL SECRETARY I

Hourly Rate: \$19.407 - \$25.828 per hour. *(New hires must start at the beginning of the hourly range)*

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

JULY 24, 2017

IMPORTANT:

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF DUTIES: (Illustrative Only)

- Provides administrative support to legal staff in the Legal Department; Performs difficult and varied secretarial work of a legal nature.
- Prepares briefs, motions and other legal forms;
- Screens calls and schedules appointments for City attorneys;
- Prepares pleadings, contracts and other legal documents for legal staff; Composes correspondence concerning legal matters;
- Handles requisitions and purchase orders. Maintains files and calendars for the attorneys;
- Files legal documents with courts and administrative agencies;
- Transcribes dictations; Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of both general and legal office procedures; Ability to use various databases, and word processing programs and other Microsoft Office Suite applications such as, PowerPoint, Access, Outlook, Excel and Word; Ability to maintain files and records in accordance with laws, ordinances, regulations and established procedures; Ability to plan and supervise the work of others; Ability to use dictation equipment to transcribe dictations; Ability to keep office matters entirely confidential;

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Possession of a high school diploma or G.E.D. Two years' experience in general secretarial/clerical work, to include one year experience as Legal Secretary. Completion of certificate program in executive secretarial or legal secretarial science is preferred. Bi-lingual skills preferred.

YOU MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

High School Diploma, Transcripts or G.E.D.

This position is covered under the written agreement between the City of Waterbury & the Waterbury City Employees Association. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V