

## LEGAL OFFICE ASSISTANT II

**THE PURPOSE:** Legal Office Assistants II perform complex secretarial duties in the City Attorney's office.

**THE DUTIES:**

- Transcription of law briefs and other legal documents in matters pending before local, state and federal regulatory bodies, boards, and commissions;
- Typing briefs for trial and appellate courts, including both federal and state courts;
- Filing documents;
- Preparing contracts, bond documents, releases, deeds, leases and other real estate documents, legal opinions and general correspondence;
- Other duties as assigned.

This position prepares a variety of legal documents and provides clerical and office support services to attorneys.

**THE REQUIREMENTS:**

1. A minimum of four years of clerical experience which includes at least two years of experience in a law office performing duties related to this position
2. Ability to type a minimum of 70 words per minute.  
*Note: Legal secretarial training or other legal or law office experience or training may be substituted for experience for up to one year of the secretarial experience. All qualified candidates must have law office clerical experience.*
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

**KNOWLEDGE AND SKILLS REQUIRED:**

- Knowledge of word processing software is required.
- Experience in Microsoft Word.
- Knowledge of legal citations and formats.
- Knowledge of methods of verifying citations and obtaining correlative citations in National Reporter Systems or using Westcheck.

**THE CURRENT SALARY IS: PR 437 (\$26,961 to \$30,995)**

#00-068 BH (ALK)

05/26/00

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