Office of the DISTRICT ATTORNEY NASHVILLE
www.da.nashville.gov
District Attorney General Glenn Funk

Legal Secretary 1

SALARY: $36,094.77/Year

ISSUE DATE: March 16, 2018 FINAL FILING DATE: March 23, 2018

THE POSITION:
This is a non-Civil Service announcement. The Legal Secretary 1 performs secretarial and routine administrative activities involved in preparing, maintaining, and processing legal documents and records pertaining to lawsuits, claims, condemnations, and related legal matters. Performs related duties as required.

Specific Job Responsibilities include:

- Performs responsible secretarial duties.
- Sets up and maintains files.
- Assists with maintenance of a legal library.
- Plans and schedules meetings and appointments.
- Assembles data and prepares reports, using word processing packages, databases, and/or spreadsheets as needed.
- Answers correspondence.
- Types various documents and makes corrections in spelling, punctuation, and grammar.
- Transcribes dictation.
- Takes minutes at meetings as required.
- Handles complaints and inquiries, both in person and by telephone.
- Communicates with attorneys, clients, various court officials, and the public.
- May assist with preparation of payroll and related documents.
- Provides routine administrative assistance.
- Communicates orders and decisions of the department/division head to various organizational units.
- Files and verifies a variety of legal documents.
- Collects and prepares information regarding departmental policies and practices.

Minimum Requirements: High School Diploma and three (3) years of secretarial experience in a legal or related field OR two (2) years of college and one (1) year of secretarial experience in a legal or related field.

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Additional Information: Applicants considered for this position will undergo a background check and be given a skills test. Background checks and testing will be conducted by the District Attorney's Office.
Interested candidates should submit a resume to DorindaCarter@jis.nashville.org

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.