

Lindon City  
100 North State Street  
Lindon, UT 84042-1808



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[www.lindoncity.org](http://www.lindoncity.org)

## LINDON CITY JOB OPENING

### Legal Secretary

Part-time position to assist Lindon City Attorney (15 to 25 hrs/week).

Applications due Monday, November 12, 2018 at 5:00pm.  
Anticipated starting date of December 3, 2018.

#### **APPLICATION REQUIREMENTS:**

Applicants must submit a cover letter and a completed Lindon City Employment Application (available on-line at <http://www.lindoncity.org/employment.htm> or at City offices located at 100 North State Street, Lindon, UT 84042). Applicants selected as finalists for the position may be required to perform computer skills analysis testing consisting of word processing and/or spread sheet preparation or similar computer skills testing.

#### **Job Description:**

TITLE: Legal Secretary  
PAY RANGE: Range 9 (\$13.94/hr to \$20.87/hr). No benefits.  
*Starting pay typically starts at lower end of scale but negotiable depending on qualifications, certifications, and experience.*  
DEPARTMENT: Administration  
STATUS: Regular Part-Time  
FLSA CODE: Non Exempt

#### NATURE OF THE WORK

Under direction of the City Attorney the employee in this position performs legal secretarial duties for the City Attorney in both misdemeanor prosecution and civil representation of Lindon City.

#### EXAMPLES OF DUTIES

Duties may include the following:

- Prepare pleadings and charging documents and file necessary documents with the court using the Utah Court E-File System;
- Coordinate and work with police agencies in securing police reports, videos, and other evidence necessary for misdemeanor prosecution;
- Prepare responses to requests for discovery;
- Communicate and correspond with public defender's office and other defense attorneys regarding motions to continue and requests for information;
- Schedule appointments and court appearances for city attorney;
- Prepare written correspondence for the city attorney's office; and
- Perform other related duties as assigned.

#### KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge & Skills:

- Familiarity with the Utah Code and Utah Court E-Filing System;
- Office management principles, methods, and techniques;

- Clerical report writing and data tracking & record keeping methods; and
- Computer software including word processing / keyboarding at 60 wpm, email, digital calendaring, and working with other digital media.

Ability to:

- Perform complex clerical work;
- Organize and maintain calendaring for City Attorney;
- Evaluate and recognized violations of state code based on facts contained in police reports and probable cause statements;
- Comply with response and filing deadlines set forth by the Utah Rules of Criminal and Civil Procedure;
- Understand verbal and written directions and instructions;
- Effectively communicate in both oral and written methods;
- Organize and follow through with multiple projects of various complexity at the same time;
- Safely operate a vehicle for work purposes;
- Establish and maintain effective working relationships with City officials, co-workers, and the general public; and
- Adequately perform job functions.

#### EDUCATION AND EXPERIENCE

A standard senior high school diploma plus 4 years related experience as a legal secretary or an equivalent combination of education and experience.

#### LICENSES AND CERTIFICATES

Requires a valid State of Utah driver license with no significant violations or restrictions that prohibit ability to perform essential job duties.

#### WORKING ENVIRONMENT

Normal office surroundings consisting of long periods of sitting; Light physical effort and lifting is required.

*\*Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to official offer of employment.*

*Lindon City is an Equal Opportunity Employer.*