

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

PROMOTIONAL EXAM #1285

PROMOTIONAL EXAMINATION FOR: LEGAL ASSISTANT

SALARY: \$26.15 ~ \$32.02/hr. Non-Exempt (NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)

This examination is open to permanent classified employees of the City of Waterbury

Individuals appointed as a result of passing the examination shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

LAST DAY FOR FILING APPLICATIONS

Applications: 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 4:30 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. 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.
2. Seniority Points - Seniority points for this position will be in accordance with the Civil Service Rules and Regulations.

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.

EXAMPLES OF WORK: (Illustrative and not all inclusive)

Provides administrative and file management support to Attorneys and paralegals in the Legal Department. Provides high level secretarial and administrative work in the legal department. The work requires knowledge of Connecticut and federal legal procedures, terminology and forms. Performs some independent actions regarding both routine and complex legal procedures and may supervise the work of clerical employees. Opens, analyzes, scans, notes and disburses incoming mail; Enters and manages data using file management software; Prepares and files pleadings, motions and other legal forms with courts and administrative agencies; Prepares correspondence, contracts and other legal documents; Screens calls and schedules appointments for City attorneys; Manages calendars, diaries and files related to events; Handles requisitions and purchase orders; Organize and index medical records; Transcribes dictations; Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of both general and legal office procedures; Considerable knowledge of State of Connecticut legal procedures, terminology and forms; Ability to use various databases, 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 keep office matters entirely confidential; Ability to make basic decisions within established procedures under supervision, including an ability to identify and propose appropriate next actions upon receipt of an incoming document.

IN ORDER TO BE CONSIDERED FOR THIS POSITION, YOU MUST INDICATE ON YOUR APPLICATION

THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING: 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 or Legal Assistant in the State of Connecticut within the past five years. Completion of certificate program in executive secretarial or legal secretarial/administration science is preferred. Bi-lingual skills preferred.

COPIES OF HIGH SCHOOL DIPLOMA / GED MUST BE SUBMITTED AT TIME OF APPLICATION IF CURRENT HELD POSITION DOES NOT REQUIRE A DEGREE.

This position is covered under the written agreement between the City of Waterbury and the White-Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam, if applicable. 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 notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification 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

EEOP Utilization Report available upon request