



Job Description

Position: Legal Secretary
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Town Counsel
Description Updated On: October 7, 2021

Summary/Objective

The Legal Secretary provides a range of clerical and administrative duties in support of the Legal department's day-to-day operations in accordance with established department policies and operating procedures. The employee is required to perform all similar or related duties.

Essential Functions

- Performs a range of administrative and clerical services including but not limited to greeting and directing visitors, answering routine inquiries, processing department mail, accounts receivable and payable, and preparing all correspondence; maintains department records and files; reconciles all budget or grant accounts.
- Assists the Zoning Board of Appeals with notification of abutters of pending variance and/or special permit hearings; prepares decisions and related certificates; coordinates meetings of the Zoning Board including the posting of meeting notices in accordance with the State Open Meeting Law.
- Prepares administrative reports such as open case lists as required.
- Maintains an inventory of department supplies and orders replacements as necessary.
- Other duties as assigned.

Required Qualifications, Education, and Experience

High School Diploma or equivalent and a minimum of one (1) year of prior office experience, preferably in the legal field or an equivalent combination of education and experience.

Knowledge, Skills & Abilities

- Thorough knowledge of office procedures and practices as well as legal terms and phraseology. Must be able to effectively utilize office equipment and technology including but not limited to office software (word processing and spreadsheet applications) and be comfortable in the use of the Internet and email systems in support of department operations. Knowledge of Town government functions and the provisions of the State Open Meeting Law is helpful.
- Must have proficient customer service and organization skills, as well as written and oral communication skills.
- Must possess ability to plan and prioritize work, and to perform multiple tasks in a timely and accurate manner.
- Ability to deal effectively with disgruntled members of the public is essential as well as the ability to work with and maintain highly sensitive, confidential information.

Physical and Mental Job Requirements

- Little or no physical demands are required to perform the work as the position principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Emotional/behavioral self- regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in an office environment.

Hours of Work

- This role is paid on an hourly basis.
- This is a 35 hour per week position during a Monday through Friday workweek.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____