



## CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting resumes for the position of

### **LEGAL SECRETARY**

**Salary:** \$43,026 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

**To Apply:** Please mail, deliver or email a resume, a cover letter, three professional references, to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Resumes must be submitted or postmarked no later than Friday, June 28, 2013**

### **GENERAL STATEMENT OF DUTIES**

Specialized secretarial work for the office of the City Attorney, including but not limited to, typing, stenography, transcription, filing; and other related duties as necessary in connection with the activities of a municipal legal department. Writes routine letters and legal forms without dictation; types motions, briefs, and legal papers; answers the telephone; attends to callers and the files in the office in which employed.

### **KNOWLEDGE, SKILL AND ABILITIES:**

1. Considerable knowledge of common legal terms and forms.
2. Thorough knowledge of modern office practices including ability to use office equipment (computer, copier, fax machine, etc.)
3. Ability to take legal dictation at a speed of at least 100 words a minute.
4. Considerable knowledge of programs, public and private funding sources and mechanisms available to accomplish City development objectives.
5. Considerable knowledge of law office practices, legal format, and legal terminology.

### **TRAINING AND EXPERIENCE:**

1. Candidates must have a high school diploma.
2. Minimum of two (2) years relevant legal experience.
3. Candidates must have knowledge of the legal system; law practices and legal terminology.
4. Excellent written and oral communication skills.
5. Any satisfactory equivalent combination of education, training, and experience.

This job description is not intended to be a complete statement of all duties, functions, responsibilities and qualifications that comprise this position.

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7103

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