CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 4/12/13 lm **ANNOUNCEMENT NO. 26**

LEGAL SECRETARY (OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an OPEN examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **$20,800.00 - $45,916.42** per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, APRIL 26, 2013 UNTIL 4:30 P.M. ON THURSDAY, MAY 2, 2013**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, MAY 2, 2013

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: **WRITTEN/TYPING EXAMINATION Applicants will be notified of the time, date, and place of the exam by U.S. Mail.**

NOTE: **WRITTEN TEST = 60% OF FINAL GRADE. TYPING TEST = 40% OF FINAL GRADE. THE WRITTEN TEST WILL BE ADMINISTERED FIRST. CANDIDATES MUST RECEIVE A PASSING GRADE ON THE WRITTEN TEST IN ORDER TO BE ABLE TO TAKE THE TYPING TEST WHERE A MINIMUM OF 55 WPM (Gross words per minute minus errors) IS REQUIRED IN ORDER TO HAVE THEIR EXAMS GRADED. FAILURE TO OBTAIN 55 WPM ON THE TYPING PORTION OF THE EXAM WILL RESULT IN AN AUTOMATIC SCORE OF ZERO. (FAILURE)**

NOTE: **THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

DUTIES OF THE POSITION

Under supervision, assists in the preparation of legal documents and other papers. Performs general clerical duties. Takes and transcribes legal dictation as required. Tracks legislation as necessary. Manages appointments and travel arrangements. Coordinates the scheduling of meetings, depositions, conferences, and court appearances. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or G.E.D. is required. An Associate's Degree from an accredited college or University is required. Two years of full time paid experience as a Legal Secretary is required. (Substitution: One year of full time paid experience may substitute for each year of college education lacking. A certificate in Legal Studies or closely related field may substitute for the degree.) Must be able to type at least 55 words per minute.

NOTE: **Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

NOTE: **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

NOTE: **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER