

Anise Miller
Human Resource Generalist
Department of Human Resources
Ext-7968

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City of Chester
Job Posting

Position Title: Legal Administrative Assistant
Organization Unit: Mayor Office
Reports to: Solicitor
Status: Full-time, Non-Bargaining Unit
Hours: M-F, 9:00am – 4:30pm
Posting Period: January 13, 2022 – January 23, 2022, or until position is filled
Salary: \$36,050.00
Benefits: Medical, Vision, Dental, & Life

Summary: Provides secretarial support to the Solicitor’s Office. Maintains a close working and highly confidential relationship with the Solicitor, Assistant Solicitor and Administrative Legal Secretary while performing routine clerical duties. This position requires a thorough knowledge of office routines and an understanding of the organization, responsibilities, and procedures related to the work of the office.

DUTIES INCLUDE BUT NOT LIMITED TO:

1. Reads, organizes and prioritizes income information.
2. Prepares outgoing mail and correspondence, including e-mail and faxes;
3. Handles confidential and non-routine information.
4. Types correspondence, and other general legal documents, ensuring proper appearance, spelling, punctuation, and grammatical accuracy.
5. Computes interest and penalty charges on old liens for payment.
6. Files liens in Media for demolition, rubbish, boarding and clean-up of properties;
7. Files lien satisfactions, when they are paid
8. Answers, forwards, and takes messages of all income calls.
9. Organizes, maintains, and updates office files and records.
10. Types and processes purchase requests.
11. Performs Dictaphone typing with good spelling skills;
12. Performs any clerical duties assigned by the City Solicitor, Assistant City Solicitors, and Administrative Legal Secretary.

MINIMUM REQUIREMENTS

1. High School Diploma or G.E.D.;
2. Two (2) years’ experience in secretarial field;

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3. Must have high level of interpersonal skills to handle sensitive and confidential situations;
4. Must be able to interact and communicate with all levels of the organization and community;
5. Must have excellent command of the English language.
6. Work requires attention to detail in typing, composing, and proofing materials, and establishing priorities;
7. Must have knowledge of a variety of computer software applications in word processing, spreadsheets, and database (MSWord, Excel, MS Outlook, and Access).
8. Paralegal experience.

ADDITIONAL REQUIREMENTS

In order to receive a final offer of employment from the Cit of Chester, candidates must be fully vaccinated against COVID-19 or undergo weekly COVID-19 testing provided on site at Chester City Hall. The City of Chester will allow for medical and religious exemptions from the requirements in accordance with state and federal laws. Additionally, candidates must successfully pass all pre-employment testing requirements, which includes drug testing as required for the position.

CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7834 FOR A JOB APPLICATION OR DOWNLOAD FROM THE CHESTER CITY WEBSITE AT WWW.CHESTERCITY.COM