

## Legal Secretary

The Camden City Attorney's Office is seeking an outstanding Legal Secretary to join our team. If you are looking for a challenging, dynamic, and fast paced environment, the Camden Law Department is for you. We are looking for innovative problem solvers, creative thinkers, and team players to support one of America's historic cities. This is important, rewarding and hard work.

The municipal law portfolio covers a wide variety of practice areas. As a member of our team, you can expect to assist attorneys in handling multiple legal matters simultaneously. The day-to-day responsibilities for the Legal Secretary position include:

- Initiates and composes standardized legal forms needed for specific legal action such as briefs, motions, orders for signature by appropriate person.
- Reviews legal documents for correct form and timeliness.
- Maintaining and monitoring files for response or other actions required.
- Maintains docket calendars and tickler systems, coordinating court appearances of attorneys, staff, and others with the clerk of the court.
- Reminds attorneys and/or other staff members of court appearances and deadlines for submitting actions or documents.
- Notifies witnesses of court appearances and of changes resulting from settlements or postponements.
- Establishes, maintains, and closes out case files, compiling workload and status reports, and locating and abstracting data from files and records.
- Prepares and mails subpoenas to City employees for depositions and/or hearings or to gather needed information.
- Contacts attorneys and others to ascertain their availability for court appearance due to the need to reschedule cases because of their postponement or adjournment.
- Conducts initial assessment of case file to identify Court deadlines and additional investigatory requirements, (i.e. surveillance, background checks, employment history, and/or social media review). Coordinates surveillance and conducts or manages completion of necessary investigations.
- Prepares court filings required to obtain any necessary deadline extensions and works with adverse counsel to perfect those extensions.
- Drafts discovery requests, answers to discovery and subpoenas.
- Prepares court filings or edits and proofreads court filings prepared by trial lawyer.
  
- Prepares and organizes deposition and trial exhibits.
- Participates in internal and court conferences concerning the management and disposition of cases.
- Works with subject matter experts retained for case defense.
- Assists trial attorneys at arbitration and trial.

### Required Skills

- Excellent written and verbal communication skills
- Self-directed with the ability to work in a fast-paced environment on multiple issues and with multiple internal and external stakeholders
- Strong analytical skills as well as organizational skills
- Ability to be discreet with confidential information and sensitive issues
- Must be team oriented with the ability to work on high collaboration and performance teams
- Knowledge/Skills/Abilities: Microsoft 365 and Office Suite

## Minimum Qualifications

- Two (2) years of professional experience as a legal secretary in the preparation and processing of legal documents such as subpoenas, notice of motion, motions, answers, pleadings, etc.
- Significant experience with Tort 59 litigation in New Jersey and E-Courts is a plus.

Salary:           \$53,315 (Full-time)  
                      \$29.29 per hour (Part-time, 20 hours per week)

Please submit cover letter, resume to Lisa Y. Picon, Personnel Officer at [LiPicon@ci.camden.nj.us](mailto:LiPicon@ci.camden.nj.us) Deadline for submission is August 25, 2023.