

**OPENS: October 15, 2009**  
**CLOSES: November 2, 2009**

Municipal Building  
625 - 52nd Street, Room 205  
Kenosha, WI 53140  
(262) 653-4130  
(262) 653-4127 fax  
(262) 653-4137 job line  
www.kenosha.org



**CITY OF KENOSHA**  
*Employment Opportunity*

**Please Post On Bulletin Boards**

CITY OF KENOSHA  
HUMAN RESOURCES DEPARTMENT  
Labor Relations  
Recruitment & Selection  
Employee Benefits

## **LEGAL SECRETARY**

**City Attorney's Office**

*This recruitment is open to all individuals who meet the minimum requirements listed below. The eligibility list created from this recruitment will be used to fill the current vacancy and may be used to fill similar vacancies which occur within the next 12 months. This is a non-represented position which falls under the City of Kenosha Civil Service Ordinance and includes a 12-month probationary period upon appointment.*

*Residency requirement:* *The individual appointed to this position must meet the City of Kenosha residency requirement within three months of completing the probationary period and then maintain such residency during the term of employment. The approved residency area outlined in the City of Kenosha Civil Service Ordinance includes: Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), and the Wisconsin cities of Franklin, Oak Creek or South Milwaukee.*

*No person can be employed who has a relative already employed by the City of Kenosha in a position covered by the Civil Service Ordinance or who has a relative in any elected office in City of Kenosha government, as defined in Section V of the Civil Service Ordinance. "Relative" includes any member of the immediate household; or anyone whose relationship by blood or marriage is as close or closer than first-cousin, including "step" relationships; or any grandparent or grandchild.*

### **GENERAL OVERVIEW OF POSITION**

Under the general supervision of the City Attorney, the incumbent performs responsible and confidential clerical work requiring specialized knowledge of legal terminology, processes and procedures. This position performs limited legal research and a wide variety of administrative work. Excellent keyboard skills are critical to this position. Incumbent must use discretion in decision making and policy interpretation. Work is reviewed through observation and written reports for adherence to established policies and procedures.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:** *(illustrative only)*

- Types and edits departmental legal documents including reports, ordinances, resolutions, contracts, leases, legal opinions and briefs; drafts routine documents.
- Assembles, prepares, types, proofreads and copies a wide range of correspondence and special documents; assembles documents and exhibits for use in legal proceedings.
- Acts as a receptionist; greets the general public; assesses their informational needs; directs callers.
- Assists attorneys with preparation of materials for legal proceedings as directed; organizes litigation files; schedules meetings, hearings and depositions; conducts limited legal research.
- Takes and transcribes from transcription equipment; operates a computer, photocopier, printer, facsimile machine, telephone and typewriter.
- Maintains specialized manual or automated filing systems; maintains and updates law library; maintains office personnel and payroll records.
- Researches, collects and compiles data for reports, special projects, budgets, time sheets, payroll, and requisitions.
- Handles Municipal and Circuit Court matters, coordinating and verifying relevant information with both agencies. Coordinates and maintains files for Court cases, entering, indexing and filing Court information. Prepares pleadings, motions, discovery, appeals, briefs, subpoenas and correspondence regarding Court cases. Follows up on status of cases and service/non-service of subpoenas, summons, complaints, etc.
- Coordinates paperwork for attorneys to attend seminars and conferences. Maintains records of continuing legal education (CLE) credits required for filing with the State Bar. Prepares payment vouchers for reimbursement for mileage, meals, etc.
- Maintains office schedule; maintains legal calendar and dockets on pending cases.

- Maintains confidentiality of appropriate information, records, reports and other documents.
- Maintains the codification of the Zoning Ordinance and Code of General Ordinances.

**OTHER DUTIES & RESPONSIBILITIES:** *(illustrative only)*

- Assists in purchasing office supplies and periodicals.
- Assists in budget preparation and reconciliation.
- Performs other related duties as requested or required.

**REQUIREMENTS**

**Required Training and Experience:**

- High school diploma or GED.
- Supplemented by a minimum of five (5) years of office experience with at least two (2) years in a law related field; or an equivalent combination of training and experience.

**Required Knowledge, Abilities and Skills:**

- Knowledge of judicial and legislative terminology, process and procedures.
- Knowledge of legal terminology and prescribed formats and procedures in preparing legal documents.
- Knowledge of modern office procedures and practices.
- Ability to work efficiently and courteously with the public.
- Ability to follow complex oral and written instructions.
- Ability to locate statutes, rules, regulations and case laws and citations.
- Ability to type at a minimum rate of fifty (50) words per minute from clear copy and to type from corrected copy.
- Ability to proficiently use proper English grammar and spelling.
- Ability to maintain effective working relationships.
- Ability to communicate with the general public and make appropriate referrals.
- Ability to work with limited supervision.
- Ability to handle reasonably necessary stress.

**Physical Requirements:**

- Task involves some physical effort, i.e. some standing and walking, frequent light lifting (5-10 pounds) and occasional medium lifting (10-40 pounds); and minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment.
- Task may involve extended periods of time at a keyboard.

**Environmental Requirements:**

- Task is regularly performed without exposure to adverse environmental conditions.

**Sensory Requirements:**

- Task requires sound perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability.

**Additional Requirements:**

- Possession of a valid driver's license and a good driving record.
- May be required to provide a personal vehicle for use on the job.

**2009 SALARY RANGE:**      \$40,464 to \$49,512      *see following page(s) for additional benefit information*

**METHOD OF SELECTION:**

Applicant's education, training and experience will be analyzed. Written, oral and or proficiency exams may be required to establish eligibility. Appointment to the position will be made in accordance with City of Kenosha policy and the Civil Service Ordinance and Rules and Regulations. The City of Kenosha reserves the right to further evaluate only those applicants who best meet the need of the City.

**HOW TO APPLY:**

City of Kenosha application form is required and available at the City of Kenosha Department of Human Resources, Room 205 of the Municipal Building at 625 - 52nd Street, Kenosha, WI 53140, 262-653-4130 or at [www.kenosha.org](http://www.kenosha.org). Resume will be accepted only when accompanied with the City application form. Applications must be received in the Human Resources Department by 4:30 p.m. on November 2, 2009. Qualified applicants will be notified of the scheduling of any examinations, interviews, or other events required in the selection process.

*The City of Kenosha is an Equal Opportunity Employer  
M / F / D*

<b>CITY OF KENOSHA – 2009 BENEFITS FOR NON-REPRESENTED FULL-TIME EMPLOYEES</b>																
<b>Salary Range</b>	Salary range is divided into 5 steps. Appointees serve a 1-year probationary period followed by annual performance reviews. Pay raises are based on achievement of a satisfactory performance evaluation.															
<b>Direct Deposit</b>	Direct deposit of payroll is required for all employees. Employees must designate a checking or savings account (of their choice) for receipt of their pay.															
<b>Holidays</b>	<p>Eleven (11) designated paid holidays listed below plus two (2) floating holidays for employees employed as of March 1<sup>st</sup>; which must be used between March 1<sup>st</sup> and December 1<sup>st</sup> of the current year subject to the City Administrator's approval.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">New Year's Eve Day</td> <td style="width: 33%;">Memorial Day</td> <td style="width: 33%;">Thanksgiving Day</td> </tr> <tr> <td>New Year's Day</td> <td>Independence Day</td> <td>Day After Thanksgiving</td> </tr> <tr> <td>Martin Luther King, Jr. Day</td> <td>Labor Day</td> <td>Christmas Eve Day</td> </tr> <tr> <td>Friday before Easter</td> <td></td> <td>Christmas Day</td> </tr> </table>	New Year's Eve Day	Memorial Day	Thanksgiving Day	New Year's Day	Independence Day	Day After Thanksgiving	Martin Luther King, Jr. Day	Labor Day	Christmas Eve Day	Friday before Easter		Christmas Day			
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<b>Vacation (Annual Leave)</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">During first 10 years</td> <td style="width: 33%;">12 days (96 hours)</td> <td style="width: 33%;"><i>Vacation days must be used within the year they are earned</i></td> </tr> <tr> <td>After 10 years</td> <td>17 days (136 hours)</td> <td></td> </tr> <tr> <td>After 15 years</td> <td>18 days (144 hours)</td> <td></td> </tr> <tr> <td>After 18 years</td> <td>20 days (160 hours)</td> <td></td> </tr> <tr> <td>After 25 years</td> <td>25 days (200 hours)</td> <td></td> </tr> </table>	During first 10 years	12 days (96 hours)	<i>Vacation days must be used within the year they are earned</i>	After 10 years	17 days (136 hours)		After 15 years	18 days (144 hours)		After 18 years	20 days (160 hours)		After 25 years	25 days (200 hours)	
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<b>Sick Leave</b>	Earned at a rate of eight (8) hours per month of employment with the ability to accumulate a maximum of 960 hours (120 days) after which a provision is made for excess to be placed in a sick leave bank. Partial payment of accumulated sick leave upon retirement (to employee) or death (to beneficiary).															
<b>Health Insurance</b>	<p>Employees and their qualifying family members are eligible for health and dental coverage as of the first of the month following 60 days of employment. The City of Kenosha currently pays the entire monthly premium for the employee &amp; qualifying family members; individuals are then responsible for any deductibles, co-payments or other out-of-pocket costs incurred from care received. <i>(For 2010, the City of Kenosha will require non-represented employees to pay a portion of their monthly health insurance premium, which will be waived if the employee participates in a health risk assessment (HRA)).</i></p> <p>At retirement, full insurance premium cost paid by the City for employees with at least 15 years of service from their 60<sup>th</sup> birthday (or at age 62 for employees with less than 15 years of service) until age 65 or when coverage under another insurance plan or Medicare becomes available.</p>															
<b>Term Life Insurance</b>	Term life insurance coverage for the employee is provided through the <i>Wisconsin Public Employers Group Life Insurance Program</i> . Coverage amount is based on the employee's annual salary rounded to the next highest \$1000.00. Full premium of <i>Basic Plan</i> paid by the City. Additional coverage is available for employee and family at employee's cost. Coverage becomes effective on the first of the month following six months of employment or sooner if the employee has previous qualifying service.															
<b>Pension</b>	Under Social Security, 7.65% of the employee's wages up to the prescribed limits paid by the City to match the employee's contribution. Employee is also enrolled in the <i>Wisconsin Retirement System (WRS)</i> into which the City contributes a determined percentage of the employee's gross earnings each year (10.4% for 2009; 11% for 2010).															
<b>Deferred Compensation</b>	Employees may elect to defer part of their income into a 457b retirement plan through ICMA-RC, Nationwide Retirement Solutions, and/or Wisconsin Deferred Compensation. This deferred income is exempt from State and Federal income taxes until it is withdrawn at retirement or upon termination of employment.															
<b>Section 125 Plan</b>	Employees may elect to defer part of their income on a pre-tax basis into a Section 125 account for reimbursement of dependent day care and/or out-of-pocket medical expenses.															
<b>Vision Care Program</b>	City-paid health insurance (described above) does not provide coverage for routine vision care or corrective lenses. Employees may elect to pay for such coverage under United Healthcare's Vision Care Program during an annual open enrollment period (following completion of probation).															

**CITY OF KENOSHA – 2009 BENEFITS  
FOR NON-REPRESENTED FULL-TIME EMPLOYEES**

<b><i>AFLAC Insurance Plans</i></b>	Employees may elect to enroll in various AFLAC personal insurance plans for themselves and qualifying family members, such as: Personal Accident, Cancer Protector, Personal Recovery Plus with \$500 building benefits, and Personal Disability Income Protector. Premiums are paid through payroll deduction on a pre-tax or post-tax basis, depending on plan(s) selected.
<b><i>Tuition Aid</i></b>	Employees who have completed their probationary period may be reimbursed for 80% of tuition and other school expenses up to \$2,000.00 per calendar year for satisfactorily completing approved courses through accredited institutions.
<b><i>Productivity Bonus Plan</i></b>	Provision for \$125 payment for working at least 680 hours within each full 4-calendar month period (January-April, May-August, September-December).
<b><i>Duty Related Death Benefit</i></b>	If employee is killed in the line of duty, one year's salary is paid to the employee's beneficiary.
<b><i>Mandatory Furlough</i></b>	The City of Kenosha is considering the implementation of a mandatory unpaid furlough for City employees in 2010. More information will be provided if this program is officially implemented.