



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

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Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor
To: President Reynolds
Date: April 30, 2015
Re: Positions

I would appreciate it if the position of **Legal Assistant** be placed on the May 5th agenda and voted on.

If you have any questions, please feel free to contact me.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Donchez", written over a horizontal line.

Robert J. Donchez
Mayor

RESOLUTION NO. 2015 -

WHEREAS, Resolution No. 2014-270 adopted December 16, 2014 imposed a freeze on all hires for all departments except Police, Fire and EMS and those positions required to be filled by contract, effective until December 31, 2015, and that any current open positions or any that become open will remain unfilled unless City Council approval is received.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Bethlehem that, in accordance with the provisions of Resolution No. 2014-270 adopted December 16, 2014, the following position is hereby approved to be filled:

Legal Assistant
Solicitor's Office

Sponsored by: (s) _____

(s) _____

ADOPTED BY COUNCIL THIS DAY OF

(s) _____

President of Council

ATTEST:

(s) _____

City Clerk



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

HUMAN RESOURCES

HR Phone: 610-865-7015

JOB DESCRIPTION

Job Title: Legal Assistant

Bureau: Solicitor

Department: Elected Officials

Reports to: Assistant City Solicitor

Union Status: TAMS (24T)

Exempt/Non-Exempt:

Compensation: 75 Hrs. /260 Days/7.5 Hrs. /Day

Position Summary: Assists in daily operations of Legal Bureau.

Qualifications: Experience in coordinating workflow, updating and delegating tasks to ensure progress to deadlines
Ability to coordinate with various departments to keep projects on schedule
Ability to handle research projects, including legal research as delegated
Ability to work well with people
Good communication skills
Proficient clerical and typing skills
Computer literate with knowledge of Microsoft Word and Outlook; experience in working in legal office environment

Essential Functions: Processes replies on own initiative or from supervisors' dictation or notes.
Handles all inquiries.
Manages schedule for attorneys and paralegal to ensure productivity.
Maintains calendar and coordinates presence of appropriate representatives at meetings.
Performs other related work as required.

Other Duties:

Physical Requirements:

Working Conditions:

**Safety Sensitive
Requirements:**

Training:

Revised: