



NOW HIRING

LEGAL SECRETARY



WORK FOR WACO

Impact the Future

**TO PROVIDE THE CITY
OF WACO, ITS OFFICERS
AND EMPLOYEES WITH
PROFESSIONAL AND
TIMELY LEGAL ADVICE.**

WORKING FOR THE CITY OF WACO

Our Vision

Our home: where everyone belongs and thrives while moving forward together.

Our Mission

To provide exemplary municipal services for citizens and visitors in a collaborative and transparent manner while honoring the public's trust.

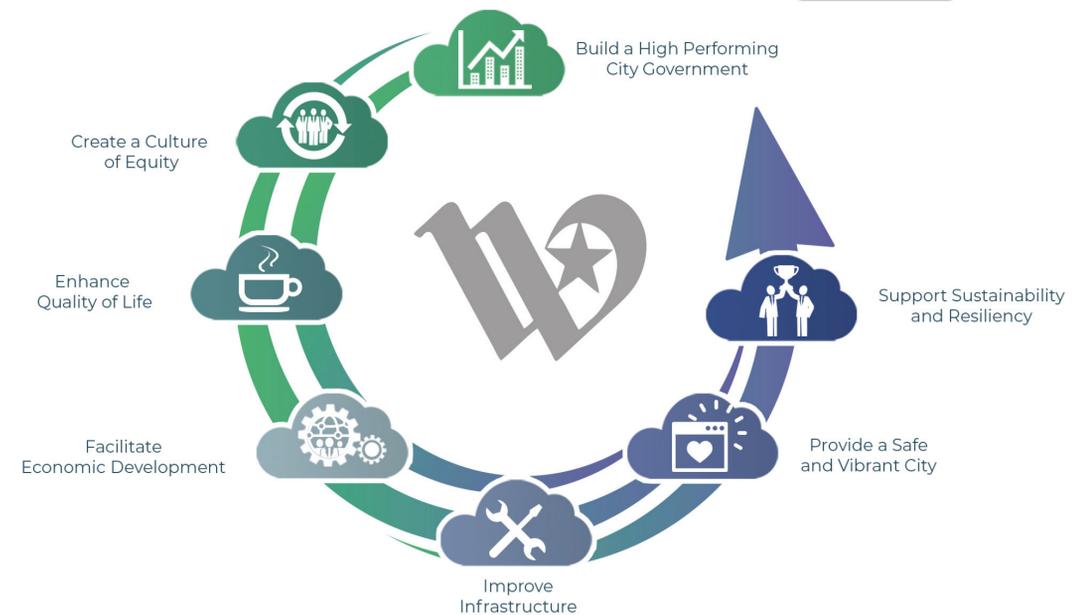
Our Values

Provide excellent and innovative services.
Promote equity and inclusion in all we do.
Focus on teamwork.
Invest in people.
Do the right thing.



The City of Waco provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, or any other legally protected status under applicable federal, state, and local laws. We are a drug and smoke free workplace. We offer a competitive compensation & benefits package.

STRATEGIC GOALS



The Legal Secretary will...

- Provide a variety of legal secretarial, technical support and administrative duties for the City Attorney's Office (CAO).
- Type and proofread reviews, verify and process legal documents and correspondence.
- Maintain case files, document logs, supporting documentation and other legal files.
- Update databases, identify discrepancies and deficiencies in logs and documents according to court procedures and attorney instructions.
- Compose and create letters, memoranda and legal documents.
- Prepare and edit confidential and sensitive legal documents.
- Assist with preparation and processing of City Council agenda items, notices and contracts.
- Review, sort and distribute mail.
- Answer phones and accommodate walk-in clients, manage travel arrangements and coordinate and monitor assigned projects.