



Katherine Zygmunt
Director of Human Resources

City of Meriden, Connecticut

Human Resources

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July 1, 2026

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY: Legal Secretary – Legal Department *Vacancy is anticipated and remains subject to final confirmation*

Full Time – 40 Hour Work Week

SALARY: 31G - \$29.32 to \$40.27 per hour (hired before 7/1/03)
\$29.32 to \$37.92 per hour (hired after 7/1/03)

NATURE OF WORK: Please read attached job description.

QUALIFICATIONS: A high school diploma or the equivalent plus four years of progressively responsible clerical experience including public contact or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

HOW TO APPLY: Email applications to humanresources@meridenct.gov. Applications for Promotion/Transfer are also available in the Human Resources Department. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: Friday July 10, 2026

E.O.E.

City of Meriden, CT
Legal Secretary

General Description

This is specialized clerical and secretarial position that assists in managing the Law Department and preparing legal documents.

Work involves the responsibility for providing specialized support services to all Attorneys. Duties include typing correspondence, preparing reports and record keeping in legal areas such as claims, lawsuits, contracts, briefs and pleadings. This position is also responsible for operating an office, including financial administration and public contact. This position makes day-to-day decisions regarding work priorities and dealings with the general public. The work requires that the employee have a good knowledge, skill and ability in the operations of a law office and court and related systems.

Supervision Received

Works under the general supervision of all Attorneys.

Example of Duties

Creates files for all cases received by the Law Department and monitors them for necessary pleadings, court dates, etc. Advises Attorneys of upcoming appearances, deadlines and court calendars. Distributes suits, etc. to individual attorneys.

Compiles, types and files court pleadings, memorandums of law, briefs and any other legal documents, etc., as directed.

Review minutes and agendas of City Boards and Commission meetings and indicates matters that may relate to the Law Department.

Processes payments of Law Department invoices. Accepts payments, prepares cash transmittals and remits proceeds to the Finance Department.

Prepares payroll for department; tracks employee's accrual records.

Receives visitors to the Law Department, screens and makes referrals; makes appointments. Answers routine and non-routine inquiries, whether in person, over phone or by email.

**City of Meriden, CT
Legal Secretary (continued)**

Example of Duties (Continued)

Monitors court calendars and advises Attorneys of upcoming appearances, etc.

Types a variety of correspondences, such as contracts, leases.

Compiles, prepares, types and electronically files pleadings, motions, briefs, forms and other legal documents with Federal & State courts (Supreme, Appellate and Superior) and State Administrative agencies, such as Worker's Compensation Commission, Freedom of Information Commission (FOI) and Department of Public Health, etc.

Types correspondence, contracts, leases and related documents; types and distributes legal opinions.

Works with the Tax Division and Attorneys on foreclosures matters and maintains status list of City owned properties that are subject to Law Department involvement. Researches online and in the City Clerk's Office land records for up-to-date information regarding properties.

Maintains confidentiality in respect to any attorney discussions in preparation of legal proceedings and otherwise subject to attorney/client privilege.

Prepares documents for closings, transfers and liens.

Performs related work, as required.

Knowledge, Skills and Abilities

Considerable knowledge of the functions, organization and procedures of a law office, legal processes & procedures.

Considerable knowledge of the preparation of a variety of legal forms, and legal terminology and researching land records & tax records and use of GIS software.

Considerable knowledge of modern office practices, including financial record keeping. Knowledge of Microsoft Excel spreadsheets, Microsoft Word, scanning, copying, emailing, filing, electronic filings and records management.

City of Meriden, CT
Legal Secretary (continued)

Knowledge, Skills and Abilities - Continued

Considerable ability to adhere to strict deadlines, attention to detail in preparation of all documents.

Considerable skill in typing at the rate of 60 wpm and ability to use Microsoft Word and other programs.

Considerable ability to communicate effectively, professionally and tactfully, orally and in writing, with the general public and various officials of City Government.

Ability to work independently and as part of a team.

Qualifications

A two year degree in legal secretarial or paralegal curriculum, including or supplemented by courses in Word processing and Excel or three years of progressively responsible legal secretarial or paralegal experience substituting on a year-for-year basis are preferred, but not required.

Physical qualifications should be able to lift and carry up to 10 lbs.