**Confidential Legal Secretary II**

The City of Harrisburg is now accepting applications for Confidential Legal Secretary II in the Law Bureau. This is a highly sensitive and confidential position which requires the ability to exercise judgment based on city-wide policy and procedures. The incumbent is privy on a daily basis to policy formulation and personnel actions relating to collective bargaining, budget, finance and those which affect the entire city. The incumbent must possess a high degree of flexibility in the application of administrative skills. Coordinates activities of personnel in the Law Bureau. Analyzes and organizes office operations and procedures, preparation of payroll information, requisition of purchase orders and other administrative services. Work in this position is performed under the supervision of the City Solicitor, Sr. Deputy City Solicitor, Staff Attorneys and Legal Assistant. This is a management, FLSA-exempt position.

**Qualifications**

* High school diploma or its equivalent;
* Prior experience in clerical/secretarial work, preferably in a law office setting;
* Proficiency with Microsoft Office products, Adobe, and Outlook;
* Completion of business school or some related college courses desirable;
* Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
* A valid Pennsylvania Driver’s License, Class C, or equivalent is also required.

**Compensation & Benefits**

The City of Harrisburg offers an annual salary range of $55,000 to $61,200 (commensurate with experience and qualifications). This full-time position also includes an excellent benefits package: defined pension plan, paid holidays, paid time off (vacation, sick and personal time) and health care benefits (medical, dental, prescription and vision).

This position will remain open until filled.  If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center

10 N. 2nd Street, Harrisburg, PA 17101

Phone: (717) 255-6475
Email: HR@harrisburgpa.gov **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.
Wanda R. D. Williams, Mayor