



NOTICE OF JOB OPENING Legal Secretary

Posting Date: March 10, 2025
Department: Legal
Reports to: City Prosecutor
Salary Range: Grade N7 \$21.32 - \$31.46
Expected starting salary \$21.32 - \$23.46 DOE
Position Type: Full-Time
How to Apply: Applications available at bountifulutah.gov
Send to: Human Resources, 795 South Main Street, Bountiful, UT 84010
Email: jobs@bountiful.gov

Application Deadline: 5:00 p.m., Monday, March 17, 2025

Overview:

Assists the City Prosecutor and other administrative personnel in the department. Works under the direct supervision of the City Prosecutor and in their absence, the City Attorney.

Essential Job Functions:

Attend work regularly as scheduled by the department.
Maintain strict confidentiality concerning information learned while performing the duties of the job.
Assist the City Prosecutor and City Attorney in the performance of their duties.
Prepare statistical records and reports as needed.
Establish effective communications and good relations with the public and all other city employees by being courteous and friendly.
Presents a professional image in both appearance and demeanor.
Secretarial duties as required for the City Prosecutor and the City Attorney.

Knowledge, Skills, and Abilities:

- Knowledge of typing, spelling, and vocabulary.
- Knowledge of office procedures and techniques, analytical abilities, and general office equipment.
- Ability to sit for long periods of time, operating a telephone, computers, and all other equipment necessary to perform the job.
- Ability to handle stressful situations competently with calmness and appropriate speed.
- Ability to properly hear and understand telephone conversations.
- Ability to proficiently utilize and operate department equipment as assigned.

Qualifications:

Graduation from high school or equivalent

Must have a valid Utah Driver License

Successfully pass a background check, a driving record check, and a pre-employment drug test

Benefits:

Health Insurance, Dental Insurance, Life Insurance (2 times annual salary + \$10,000),

Utah State Retirement, Paid Vacation (starting at 96 hours per year), Paid Sick Leave (96 hours per year), Paid Holidays (96 hours per year), Tuition Reimbursement (up to \$2,500 per year), Reduced Rates at City Golf Course