



Code: 0440
Family: Clerical and Office Administration
Service: Administrative
Group: Clerical, Accounting and General Office
Series: General Clerical

CLASS TITLE: READER

CHARACTERISTICS OF THE CLASS

Under supervision, assists visually impaired attorneys by reading aloud documents in and out of court and performing clerical duties, and performs related duties as required

ESSENTIAL DUTIES

- Attends court with visually impaired attorneys to read aloud documents to the court, attorney, and/or hearing officer
- Reads legal documents and factual investigation reports onto audio tapes, creating recordings for use by attorneys
- Collects and organizes information and documents to assist in preparing case files
- Retrieves and maintains files and records for use by attorneys
- Gathers information and performs routine legal research as directed
- Indexes and files court documents and depositions
- Prepares documents and reports using a personal computer

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- One year of clerical work experience, preferably in a law office

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment and/or library facility environment

EQUIPMENT

- Standard office equipment (e.g.
- Computers and peripheral equipment (e.g.

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- courtroom procedures and terminology
- geographical locations in the City
- administrative and clerical methods, practices, and procedures

- *applicable computer software packages and applications
- *alphabetical or numerical classification of information

Knowledge of applicable City ordinances, policies, procedures, rules, regulations, and codes

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)
May, 2010