

Secretary III (Legal)

Pittsburgh Regional Transit is seeking a Secretary III to perform secretarial/clerical duties for the Legal and Consulting Services Department of the Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). The person holding this position will be required to report in-person full time (Monday – Friday).

Essential Functions:

- Types, files, proofreads, edits, copies, and distributes correspondence and other documents.
- Types and prepares correspondence, legal pleadings, memorandums, contracts, and agreements, as needed, for members of the Legal and Consulting Services Department.
- Assembles various pleadings and submissions for filing with state and federal courts and administrative agencies and handles filing, including electronic filings, as requested by Department attorneys or as assigned or directed by management.
- Obtains and completes medical record authorizations as requested by Department attorneys and takes all steps necessary to coordinate prompt receipt of said requested medical records/films from the applicable medical providers/sources. Once medical records/films are obtained, also provides the same to the requesting attorney and downloads the same onto the applicable Legal and Consulting Services database programs.

Job requirements include:

- High School Diploma or GED, including completion of secretarial courses.
- Minimum of two (2) years legal secretarial experience working for a state or federal court office, governmental law department, or private practice law firm.
- Minimum typing speed of 60 wpm.
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.
- Good organizational skills.
- Professional and effective communication skills.
- Ability to transcribe from recorded cassettes/take dictation/prepare meeting minutes, as may be needed from time to time.

Preferred attributes:

- Completion of legal secretarial school program.
- Demonstrated ability in the use of Microsoft Teams and Outlook, as well as Adobe.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Glenn Huetter
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
GHuetter@RidePRT.org
EOE