

LEGAL SECRETARY I

DEFINITION

~~Under general direction~~~~close supervision, to learn to p~~Perform ~~responsible complex~~ legal secretarial, ~~and clerical, and routine administrative~~ duties in support of an attorney with program management responsibilities, which involve active and extensive public interests and contact with other public agencies; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

~~This is the entry level class in the Legal Secretary series. Incumbents in this classification are initially assigned work of a less complex and more routine nature, increasing in complexity with time and training.~~ The class of Legal Secretary is distinguished from the Administrative Secretary class series in that while the general nature of secretarial support activities are similar, an incumbent in this class ~~series~~ works in a legal setting and is required to be fully proficient in all aspects of the mission of the office to which assigned. ~~It differs from a Legal Services Supervisor in that the latter has significant supervisory responsibilities in addition to secretarial duties.~~

EXAMPLES OF DUTIES

~~Learns and p~~Performs ~~difficult the less complex~~ legal secretarial ~~and clerical~~ duties; ~~involving the use of considerable independent judgment;~~ may perform routine administrative duties; composes routine memoranda, contracts, resolutions, ordinances and letters; maintains Law Library; ~~may perform legal research;~~ prepares legal forms necessary for filing cases before court, including briefs, motions and orders, warrants, citations, complaints, subpoenas, petitions and resolutions; answers correspondence ~~independently;~~ maintains calendar and schedules appointments for ~~attorneys~~~~the manager;~~ answers the telephone and interviews callers, exercising considerable judgment in giving out information and referring to the proper person; makes travel arrangements; installs and maintains filing systems ~~and other clerical procedures;~~ ~~prepares payroll and prepares a variety of bills and invoices;~~ opens, sorts and distributes mail; operates a variety of modern office appliances; ~~prepares conference rooms for meetings; and orders office supplies as necessary;~~ assists in budget preparation and administration; ~~prepares financial and statistical reports; . may supervise, train and evaluate a small staff. may be called to court to assist attorneys in trial; may be called to assist in secretarial and/or clerical positions within the office; other duties as assigned.~~

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Legal terminology, forms, documents, and procedures; basic organization, services, programs and functions of the legal system; forms and formatting for legal documents; style/format of business correspondence, punctuation, spelling, and general English usage; modern office practices, procedures and equipment; filing, recordkeeping methods; modern office equipment; ~~basic elements of~~

~~supervision, including instructing workers on specific tasks.~~

Ability to: Perform ~~difficult and responsible~~ legal secretarial and clerical duties; ~~basic elements of supervision including instruction workers on specific tasks;~~ organize work effectively to meet critical administrative deadlines; determine office priorities; deal with deadlines and office emergencies; interpret and apply specific policies and procedures; ~~type at a speed of not less than 455 words per minute from clear copy on a typewriter or computer terminal; take dictation at a speed of 90 words per minute and transcribe it accurately may be required for certain positions;~~ compose correspondence ~~independently;~~ ~~and~~ establish and maintain cooperative working relationships with those contacted in the course of work.; ~~supervise the work of a small staff.~~

These standards are typically attained with ~~one to two~~ years of clerical experience preparing a wide variety of legal documents.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

~~REV 8-211-24~~

REV 06-99

REV 11-90

REV 11-89

REV 09-85

CS057A