

LEGAL SECRETARY

33-B

DISTINGUISHING FEATURES OF THE CLASS: This is difficult secretarial work requiring a knowledge of legal terms used in the preparation of briefs and other legal instruments. The position requires performance of standard keyboarding practices, operating a personal computer and word processing equipment and maintaining automated records and files in the preparation and maintenance of legal documents. In addition to legal typing duties, other standardized clerical and typing tasks are performed in this position. Work is performed under general supervision in accordance with general instructions and department policies and procedures.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Types legal briefs, petitions, motions, orders, opinions, notices, and other legal documents;

Proofreads such documents, including the checking of citations in original references for
accuracy and completeness;

Opens, maintains and closes legal files, correspondence and operating files for the department;

Proofreads documents which includes the checking of citations in original references for
accuracy and completeness;

Composes and types routine correspondence applying a knowledge of departmental operations
and regulations;

Uses computer applications for spreadsheets, word processing, e-mail and database software
programs and operates copiers and other office machine;

Relieves superior of office detail by scheduling appointments, receiving callers, and answering
requests for information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of law office methods, procedures, forms and legal terminology; good knowledge of business arithmetic and English; good knowledge of standard keyboarding practices in such areas as letter format, capitalization, hyphenation of compound words, word division; ability to recognize, spell, and properly use legal terms and expressions; ability to provide basic rules of grammar, usage, and sentence structure; ability to perform common office record keeping tasks; ability to recognize definitions of common legal terms; ability to type at a fast rate of speed using a personal computer; ability to learn how to operate software products for word processing, spreadsheets, and a relational data base; clerical aptitude; good judgment; neat appearance; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical experience which shall have involved typing or word processing of legal terminology; or
- (B) Three (3) years of experience as described in (A) above.

Note: Completion of academic coursework in secretarial sciences can be substituted on a basis of three (3) credits being equivalent to three (3) months of experience for a maximum of one (1) year of the required experience.