

## LEGAL TYPIST

27-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of difficult clerical tasks involving the standard keyboarding practices and using legal terms in the preparation 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.

### TYPICAL WORK ACTIVITIES:

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;

Answers telephones, records messages and schedules appointments;

Sorts correspondence, various legal documents and other documents and distributes materials to the appropriate person for further action;

Collects, compiles and types statistics;

May operate information processing equipment using a standard input keyboard;

Operates mimeograph, duplicating and other office equipment;

Establishes and maintains a filing system for legal documents, pending actions, and such other filing systems as are needed;

May assist in performing other clerical and typing duties as required.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND 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 database; 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 clerical experience including the use of legal terminology and standard keyboarding skills; or
- (B) Three (3) years of experience as described in (A) above.

*Note: Completion of academic coursework in secretarial sciences can be substituted for experience on a year for year basis.*