

LEGAL SECRETARY

DEFINITION

To perform specialized and responsible legal secretarial and clerical duties in support of a County department, requiring a considerable knowledge of legal terminology and procedures.

DISTINGUISHING CHARACTERISTICS

This is the entry/journey-level class in the Legal Secretary series. The Legal Secretary is distinguished from Senior Legal Secretary in the level of supervision received and in that the latter receives only occasional direction in situations that are new or unusual.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from management and professional legal staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Takes and transcribes a variety a correspondence and legal documents, which may include legal opinions, contracts, briefs, agreements, complaints, declarations, petitions, subpoenas, notices, motions, affidavits, jury instructions, etc.

Prepares and processes correspondence, legal papers, charts and graphs, documents and statistical information requiring knowledge of legal format, terminology and procedures.

Registers new cases; prepares and maintains case files; closes out files as directed.

Compiles and organizes materials and information for attorneys' use in providing legal assistance, in the preparation of other legal documents and opinions, and in the preparation for court appearances.

Maintains flow of documents and calendars required for court appearances by professional staff.

Participates in the duties relating to the administration of the department, including performing routine bookkeeping and /or accounting work as assigned.

Assists in maintaining department law library.

Performs general clerical work as required, including such duties as typing, copying and filing documents, entering computer data, faxing information, processing daily mail, indexing, retrieving files, ordering office supplies, etc.

Answers the telephone and provides requested information and assistance; forwards calls to appropriate staff person; takes messages as necessary. Greets and assists office visitors.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Legal terminology, phraseology, documents, forms and basic procedures.

Legal filing techniques.

Standard legal references and their contents.

Modern office practices and technology, including the use of computers for data and word processing.

Principles and practices of efficient record-keeping.

Correct English usage, spelling, grammar and punctuation.

Basic arithmetic and bookkeeping.

Ability to:

Perform responsible legal secretarial and clerical work with speed and accuracy.

Performs accurate bookkeeping and accounting work as required.

Understand and follow oral and written instructions.

Take dictation aided by transcription devices, if needed, at a speed necessary for successful job performance.

Type accurately at a speed necessary for successful job performance.

Maintain a high degree of confidentiality.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible legal secretarial experience.

Training:

High school diploma or GED equivalent.

Classification Code:	7122350
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"