

LEGAL SECRETARY II

DEFINITION

To perform a variety of responsible, prosecution oriented legal secretarial duties in support of a County department; and to provide secretarial support to County professional legal staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey-level class in the Legal Secretary series. This class is distinguished from the class of Legal Secretary III in that the latter is assigned to process legal documents for the most complex criminal matters. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general 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, notices, motions, affidavits, jury instructions, etc.

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

Provides secretarial support to the legal staff; maintains appointment calendars; schedules meetings and prepares travel arrangements.

Compiles and organizes agenda 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.

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

Performs general clerical work as required, including such duties as typing, copying and filing documents, entering computer data, faxing information, processing daily mail, indexing, 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:

Pertinent federal, state and county laws and regulations.

Legal terminology and forms and documents used in legal secretarial work.

Standard legal procedures and practices involved in composing, processing and filing a variety of legal documents.

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 work involving the use of independent judgment and personal initiative.

Independently prepare routine legal documents, correspondence and memorandum.

Work cooperatively with other departments, County officials and outside agencies.

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:

Two years of increasingly responsible legal secretarial experience.

Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized clerical, secretarial or legal training.

Classification Code:	
Bargaining Unit:	40
FLSA Status:	Y
Workes' Compensation Code:	8810
Pay Table:	CNTY
Range:	304