

PRINCIPAL LEGAL SECRETARY

DEFINITION

To perform responsible and specialized administrative, secretarial and clerical work involving a considerable knowledge of legal terminology, phraseology and procedures; to perform related work as required in the preparation of a variety of legal documents.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the class of Senior Legal Secretary by its responsibility to perform the most complex legal secretarial duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management and professional legal staff; may provide technical and functional supervision over secretarial and clerical staff.

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

Performs the most difficult and complex legal secretarial and clerical work involving the use of considerable independent judgment and the maintenance of a high degree of confidentiality.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications in work flow to ensure efficiency and effectiveness.

Prepares and/or types various legal documents, including but not limited to complaints, declarations, petitions, notices, motions, briefs, affidavits, jury instructions, etc., as well as routine reports and correspondence.

Compiles and assembles various legal materials from files and other sources for attorneys' use in providing legal assistance, in the preparation of other legal documents and opinions, and in the preparation for court appearances.

Schedules court dates and appointments for attorneys; maintains calendars.

Reviews case files and complies with attorneys' written instructions regarding each file; maintains complete files with accuracy.

Transcribes complex legal dictation directly and/or from dictation recordings or shorthand notes.

Principal Legal Secretary
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07

May provide technical and functional supervision over assigned clerical personnel.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Legal terminology and complex 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:

Independently perform difficult and responsible legal secretarial and clerical work.

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.

Develop and maintain efficient record management systems.

Prepare reports and compose correspondence independently.

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.

Employ good judgment and make sound decisions in accordance with established procedures and policies; exercise sound discretion when faced with circumstances not covered by established policies and procedures.

Provide direction and leadership to subordinate clerical staff as assigned.

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:

Four 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:	7132430
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	286