

LEGAL SECRETARY I

JOB PURPOSE AND SUMMARY

Performs legal support work at an entry level in various legal departments of the County. Positions in this classification are generally responsible for basic word processing of pre-formatted legal documents, public contact involving communicating basic legal information and responding to routine questions, routing phone calls and visitors, reading and routing mail and other support work of a routine and repetitive nature. The positions require knowledge of legal terminology and an understanding of the clerical support function within a legal environment.

CLASSIFICATION DISTINCTIONS

This is the first level in the Legal Secretary job family. Positions at this level are distinguished from the second level in the independence with which the legal support work is performed. The work at the first level requires an introductory understanding of legal terminology and operations within a legal office and involves routine work with specific procedures and guidelines. The Legal Secretaries II apply an advanced knowledge of legal terminology, documents and procedures within the office and are able to develop complex legal documents from brief oral instructions of the attorneys or managers. Legal Secretaries at the first level are competent users of word processing software and transcription equipment; at the second level, expert capabilities are demonstrated through the development of complex macros and streamlined formats.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES – This is a representative list of tasks and is not intended to be exclusive or comprehensive.

- Using word processor, generate basic legal documents according to established formats; secure appropriate signatures, authorizations and mail or route as designated.
- Transcribes legal correspondence and documents following instructions and within established formats and/or by reference to similar documents.
- Enter and retrieve case information using appropriate computer based data system; may prepare reports requiring the extraction of database information.
- Responds to questions and provides answers to the public accessing readily available information from office records and in accordance with regulations on public records and confidentiality.
- Screens and refers phone calls and inquiries to appropriate office or person; reads and routes incoming mail.
- Files legal documents with clerks of the court; obtains required signatures and authorizations; maintains case files and records dates on which subsequent actions much occur.

- Orders and maintains supplies of legal forms and office materials.
- Performs other work as assigned.

QUALIFICATIONS

- One (1) year of clerical support work within a legal environment.
- Completion of a legal secretarial course offered by a community college or business school (45 quarter or semester credit hours with at least ten (10) hours in legal coursework) may be substituted for required experience.

Knowledge of ... legal terminology, forms, policies and techniques; general office practices and procedures; appropriate business and legal grammar; word processing and database applications; operation of general office equipment such as copiers, faxes, telephones, personal computers.

Ability to ... word process legal documents with few errors; establish and maintain effective working relationships with co-workers, public officials, and the general public; operate general office equipment; accomplish work within established timeframes; communicate effectively orally and in writing; adhere to prescribed office routines; maintain a neat personal appearance and courteous attitude toward the public and fellow employees.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Work is generally performed in an office setting with comfortable environmental conditions. Most positions involve a high activity level and pace, competing time demands, and some interaction with dissatisfied or angry customers. Essential tasks require typing/keyboard skills, phone usage, reading, speaking and listening.

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Office use: 6/22/00