

LEGAL SECRETARY

BASIC PURPOSE:

Positions in this job family are assigned responsibilities for providing secretarial and administrative support to attorneys.

TYPICAL FUNCTIONS:

The functions within this job family will vary by level and organization, but may include the following:

- Provides secretarial and administrative support for attorneys; composes and prepares various legal documents and forms; takes and transcribes dictation of confidential, technical, or legal material requiring high degree of accuracy; records and transcribes proceedings of meetings and conferences.
- Independently researches, locates and assembles legal materials for working files used in docketing cases or information and data for administrative board or commission consideration and action; gathers agency data and documents to support various pleadings filed in different courts; develops and maintains files on research sources.
- Reviews routine petitions regarding administrative appeals and prepares appropriate draft pleadings.
- Arranges for special conferences and meetings; maintains attorney's calendar, advising of commitments; makes travel arrangements; prepares and submits travel claims and expense account.
- Schedules depositions, prepares exhibits for court cases; compiles reports or other materials for use by an attorney or other member of a legal staff.
- Maintains or supervises the maintenance of confidential legal files and hard copy or electronic records.
- Assists attorneys in ensuring that deadlines are met for filing various court actions; files orders, judgments, pleadings, briefs and other documents on behalf of an attorney.
- Plans, organizes and coordinates secretarial support for a staff of attorneys, general counsel or other legal staff; establishes office policies and procedures; schedules activities for attorneys and other staff members.
- Supervises secretarial staff in the completion of required tasks; assigns and reviews work; evaluates performance; provides training; approves leave; initiates disciplinary actions; interprets rules and regulations.
- Operates a variety of modern office equipment; screens phone calls and receives visitors; provides information or refers to appropriate official; opens, reviews and distributes mail; disposes of routine matters; prepares correspondence for supervisor's signature.

LEVEL DESCRIPTORS:

The Legal Secretary job family consists of three levels which are distinguished by the complexity of the job assignments, the extent of the responsibilities and duties assigned, the level of expertise required for the completion of assigned tasks, and the responsibility for the leadership of others.

LEVEL I:

Code: E25A

Salary Band: G

This is the basic level where employees will be expected to perform only the most routine tasks. Employees will be expected to gain in-depth knowledge of the program of services being offered.

Knowledge, Skills, and Abilities required at this level include knowledge of business English; of computer operations; of basic legal terms and definitions; of business arithmetic; of office practices; and of complex records maintenance. Skill is required to type accurately from plain copy at a rate of fifty words per minute; and to operate standard office equipment. Ability is required to correct rough copy; to handle confidential work with tact and discretion; to make routine decisions in accordance with agency policy; to deal tactfully with the public; to establish and maintain effective working relationships with others; to follow oral and written instructions; and to communicate effectively, both orally and in writing.

create, update and revise databases used to track the status and deadlines associated with legal files.

Education and Experience requirements at this level consist of those identified in Level III plus one additional year of experience as a legal secretary; or an equivalent combination of education and experience.

