

LEGAL SECRETARY II

NATURE OF WORK IN THIS CLASS

This is moderately complex legal secretarial work.

Employees in this class provide complex legal secretarial services to an attorney. Duties are performed independently and direct supervision is received when work assignments deviate from the standard.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Types and prepares complete case packages; transcribes from a recording machine or attorney's notes, letters, memoranda, telephone conversations, and legal documents such as petitions, answers, pleadings, or other types of abstracts, and depositions; uses appropriate forms and formats in the preparation of legal documents; proofreads all documents before processing for accuracy as to form and grammar.

Types and prepares briefs for the Superior Court and District Court of Guam and have document served on appropriate counsel and then filed with the respective Court; organizes facts for documents; assembles exhibits, affidavits and other pertinent documents for submittal to court and/or use by the attorney.

Composes and prepares correspondence as per attorney's instructions for his/her final approval.

Reviews all incoming legal documents and correspondence for the attorney; initiates action as necessary such as contacting clients regarding scheduled court hearings, ensures service of notice and other matters on opposing parties; does follow up as required on other documents; obtains necessary information from respective files to prepare and submit documents to the attorney for approval.

Receives and screens all persons wishing to see or talk to the attorney; furnishes or obtains information concerning pending or closed cases and matters using discretion and judgment in determining what information may be released or needed for a particular case.

Maintains calendar and schedule appointments for attorney; coordinates and schedules hearings with the court, meetings with clients, adverse parties and opposing counsels.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Establishes and maintains the attorney's and/or client's case files; maintains tickler system to keep abreast of case deadlines; prepares daily dockets and retrieves case files for hearings and appointments; establishes and implements case file retention and releases.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Skill in using word processing applications on a micro-computer and typing at a prescribed rate of speed.

Knowledge of legal terminology, case management techniques and procedures, formats and forms.

Knowledge of business English, spelling, punctuation, and grammar.

Knowledge of legal office practices and procedures.

Ability to communicate effectively, orally and in writing.

Ability to interpret and apply program guidelines and requirements.

Ability to exercise good judgment, courtesy and tact in receiving callers, giving and obtaining pertinent information, and making proper disposition of problems.

Ability to work effectively with clients, employees, and the public.

Ability to transcribe from an audio recording device.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- ~~A. One (1) year of experience as a Legal Secretary I and graduation from a recognized college with an Associates degree in office technology or secretarial studies; or~~
- B. One (1) year and six (6) months of experience as a Legal Secretary I and completion of a certificate program in office systems or clerical studies from a recognized college; or

MINIMUM EXPERIENCE AND TRAINING (Con't)

- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JULY 1980
AMENDED: JANUARY 1999

PAY GRADE: I

HAY EVALUATION:	KNOW HOW:	DI1	132
	PROBLEM SOLVING:	C3 (25%)	33
	<u>ACCOUNTABILITY:</u>	<u>C1C</u>	<u>38</u>
	TOTAL POINTS:		203

This standard revises and supercedes the standard established JULY 1980.



ELOY P. HARA
Executive Director
Civil Service Commission