

LEGAL SECRETARY III**NATURE OF WORK IN THIS CLASS**

This is complex legal secretarial work.

Employees in this class provide the full range of legal secretarial services to more than one attorney and may lead the work of lower level secretaries. Supervision is received through personal conferences, general observation of work in progress, and review of completed work.

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; compiles and assembles exhibits, affidavits, and other pertinent documents.

Prepares information or explanatory materials for the attorney's use in preparation for case trials; researches legal reference files and other sources for information and data required to complete case packages.

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 or the public 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; coordinates required actions with attorneys, clients, investigators, process servers, and other staff concerned, directs delivery of summons and subpoenas to witness and parties to action.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

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

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; implements case file retention and releases.

Trains and oversees the work of lower level secretaries as to the proper legal format and processing of court documents.

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 train and lead the work of others.

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 II 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 II and completion of a certificate program in office systems or clerical studies from a recognized college; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JANUARY 1999

PAY GRADE: J

HAY EVALUATION:	KNOW HOW:	DI1	152
	PROBLEM SOLVING:	C3 (25%)	38
	<u>ACCOUNTABILITY:</u>	<u>C1C</u>	<u>43</u>
	TOTAL POINTS:		233



ELOY P. HARA
Executive Director
Civil Service Commission