

## LEGAL SECRETARY I

### NATURE OF WORK IN THIS CLASS

This is entry legal secretarial work.

Employees in this class perform routine legal secretarial duties for an attorney following established procedures. Work is reviewed through internal controls and review of completed tasks, records, and reports. Supervision is received on a daily basis until duties are learned.

### 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.

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.

By direction of attorney and/or Administrative Supervisor, 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 hearing 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.

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 business English, spelling, punctuation, and grammar.

Knowledge of office practices and procedures.

Ability to communicate effectively, orally and in writing.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)**

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.

Ability to learn legal terminology, case management techniques and procedures, formats and forms.

Ability to learn, interpret, and apply program guidelines and requirements.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Two (2) years and six (6) months of experience in typing and clerical or transcription work, including one year of word processing experience, and graduation from a recognized college with an Associates degree in office technology or secretarial studies; or
- B. Three (3) years of experience in typing and clerical or transcription work, including one (1) year of word processing experience 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:                        H

HAY EVALUATION:	KNOW HOW:	DI1	115
	PROBLEM SOLVING:	C2 (22%)	25
	<u>ACCOUNTABILITY:</u>	<u>B1C</u>	<u>29</u>
	TOTAL POINTS:		169

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ELOY P. HARA  
Executive Director  
Civil Service Commission