

LEGAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: The work involves advanced level secretarial, clerical and routine administrative duties of a highly confidential nature to support the efficient operation of an attorney's office in county government, such as the Law Department, District Attorney's Office, or Social Services Attorney's Office. Familiarity with legal terminology, legal documents, instruments and filing procedures is required. Software applications, desktop computers, dictation machines and other office equipment are utilized to produce legal documents and correspondence, maintain complex schedules, and manage deadlines. General supervision is provided by legal staff, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not a responsibility of this position, but the incumbent may act as lead worker for the completion of assigned projects. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Produces legal correspondence and documents such as briefs, petitions, motions, orders, opinions, notices, and other legal documents and correspondence in appropriate legal format;

Utilizes Dictaphone or other similar machine to transcribe dictation of legal briefs, petitions, memoranda, motions, orders, affidavits, affirmations and other legal materials;

Prepares certain standardized legal documents such as subpoenas and affidavits of service;

Proofreads completed work to ensure quality and accuracy;

Performs various general legal administrative support services to enhance the operation of the assigned legal division;

Schedules meetings and appointments and maintains detailed calendars and tickler files for attorneys;

Maintains confidential files, both print and electronic computer formats;

Answers telephone calls, takes messages and responds to requests for routine information in accordance with departmental procedures;

Confers with attorneys and other departmental staff to ensure actions are completed in a timely manner;

Performs related clerical tasks to ensure the smooth and effective operation of the office;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments;

May take dictation using shorthand or fast longhand when necessary;

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May perform limited research activities to compile needed information and documentation, such as for deeds, titles, mortgages, arrest sheets, efforts of contact, etc.;

May serve as notary and notarize or serve as witness in the notarizing of legal documents;

May function as lead worker with the other clerical staff when required to complete projects, as assigned;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; good knowledge of English; working knowledge of law office methods, legal forms and legal terminology; ability to use personal computers, Dictaphone and/or other word processing equipment; ability to prepare correspondence, reports and other materials from general instructions; ability to take and transcribe dictation at a satisfactory rate of speed; ability to understand and carry out moderately complex oral and written directions; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; accuracy; resourcefulness; initiative; good judgment; tact; courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Associate's degree and four (4) years of office clerical experience, one (1) year of which must have involved the producing and processing of legal correspondence and documents; or
- b) Graduation from high school or possession of a comparable diploma and six (6) years office clerical experience, one (1) year of which must have involved the producing and processing of legal correspondence and documents; or
- c) An equivalent combination of education and experience indicated in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.