

*Code: 1181*

*Title: LEGAL OFFICE SUPPORT SPECIALIST*

**SUMMARY:** Performs a variety of legal secretarial or specialized legal clerical tasks in direct support of a legal function. This requires a distinct knowledge of legal procedures, time constraints and documentation and entails making independent decisions regarding the preparation and handling of routine legal documents.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Reviews new cases and sets up screening interviews between clients, law enforcement personnel and attorney;  
Takes and/or transcribes electronic dictation and prepares legal reports, correspondence and forms such as agreements, opinions, summons, complaints, subpoenas, petitions, motions, jury instructions and disclosures;  
Contacts various legal and law enforcement agencies to obtain or verify information and prepares appropriate legal documents;

Reviews materials received, sets up files and initiates paperwork for the collection of small claims debts owed the county;

Insures that legal notices and other legal forms are prepared, processed and meet legal requirements and deadlines;

Determines appropriate distribution for documents, makes copies and distributes;

Maintains calendar of hearings, trials, depositions and response times on pending litigations and prepares materials to meet time deadlines;

Interviews clients to obtain or verify general information for case records;

Receives and screens incoming calls and visitors;

Responds to inquiries and gives information on the status of legal actions and additional procedures required;

Opens, closes and maintain client case files;

Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;

Operates a variety of office equipment, such as word processors, photocopiers and transcription equipment.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- legal record keeping and filing systems;
- court procedures and the criminal justice and court system;
- legal office procedures and practices;
- time constraints and deadlines set by law required for documents submission.

Skill in:

- transcribing and typing legal documents, forms and correspondence;
- recognizing and setting priorities for the processing of legal documents;
- filing and maintaining a legal filing system;
- identifying and completing specific actions required to provide service;
- communicating effectively;
- gathering information and preparing routine legal documents.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Successful completion of course work in legal terminology or office procedures from an accredited college, university, trade or vocational school and two years of clerical experience involving the preparation and processing of legal documents or providing legal clerical support to an attorney.

OR:

(2) One year of experience with Pima County as a Processing Clerk or Legal transcriber in a law enforcement, criminal justice or court system.

OTHER REQUIREMENTS:

Special Notice Items: Due to the need for access to courts, law enforcement, detention or correctional facilities, some positions in this classification may require satisfactory completion of a personal background investigation by law enforcement agencies.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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