

Code: 3143

Title: LEGAL SECRETARY

SUMMARY: In direct support of legal functions, performs a variety of specialized legal secretarial tasks, which require distinct knowledge of legal procedures, documentation and legal time constraints and make independent decisions regarding the processing of legal documents. This classification has primary responsibility for completion of assigned tasks and functions by an attorney or paralegal.

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

Gathers information, prepares legal documents, types legal forms, correspondence, documents such as briefs, opinions, complaints, warrants, affidavits, depositions and monitors to ensure legal requirements and deadlines are met;

Reviews new cases and sets up interviews between clients, law enforcement personnel and attorneys;

Reviews materials received, sets up files and initiates paperwork;

Takes and/or transcribes from electronic dictation, prepares legal reports, correspondence, forms such as petitions, jury instructions and disclosures;

Determines prioritization of trials, sets up and maintains calendars of hearings, trials, depositions and response times to pending litigation;

Compiles statistical data concerning unit operations, at the direction of the attorney and/or paralegal, prepares periodic and special reports;

Prepares motions for continuance, suspension or dismissal through the court system;

Coordinates work activities with trial teams and/or divisions;

Acts as liaison for attorney and/or paralegal regarding case preparation, discovery and prepares appropriate legal documents as required;

Communicates with clients or witnesses to obtain or verify legal information for cases;

Word processes a variety of technical and confidential documents, contracts, ordinances, case dispositions and privileged attorney client information;

Reviews, sorts and proofreads legal documents for attorney and/or paralegal;

Files and indexes legal documents produced and received in the case files;

Edits legal documents for appropriateness of legal or technical terminology, grammar, punctuation and spelling;

Operates a variety of office equipment.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal office practices and procedures;
- legal terminology, legal forms, time constraints and deadlines;
- business English, grammar and spelling;
- criminal justice system or civil legal process;
- departmental, division and unit policies and procedures;
- filing procedures with all levels of the court;
- format for legal documents, correspondence and pleadings;
- laws and rules of ethics pertaining to confidentiality and security of information;
- computer software, word processes and data bases;
- principles and practices of coordination.

Skill in:

- recognizing and setting priorities in the processing of legal documents;
- working within time constraints and meeting deadlines;
- typing legal forms, documents and correspondence;
- filing documents and researching information;

- operating a variety of computer applications and office equipment;
- establishing and maintaining effective work relationships;
- making mathematical calculations;
- transcribing from electronic dictation;
- preparing legal documents;
- communicating effectively both orally and in writing.

Some positions in this classification may also require:

- knowledge of management principles and practices;
- prioritizing, assigning and reviewing work of other legal secretaries or litigation support staff;
- training other legal secretarial or litigation support staff;
- attending meetings and acting as unit or departmental representative to committees or groups.

MINIMUM QUALIFICATIONS:

EITHER:

(1) An Associate's degree or a certificate of completion from an accredited college or technical school as a legal secretary.

OR:

(2) Successful completion of course work in legal terminology or legal office procedures from an accredited school and one year of legal clerical experience involving the preparation and processing of legal documents or providing legal clerical support to an attorney.

(Additional relevant education from an accredited college or technical school and/or experience may be substituted)

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.