

LEGAL SECRETARY

GRADE 21

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical work providing administrative support in a legal office environment; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing legal secretarial services; maintaining calendars and schedules conferences; serving as receptionist; preparing and maintaining legal files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides secretarial/administrative support for assigned department; processes a variety of documentation associated with department operations within designated timeframes and per established procedures; organizes work and identifies prioritizes.
- Answers telephone calls and greets visitors; screens calls and ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel; records/relays messages.
- Reviews, sorts, organizes and forwards incoming/outgoing mail and correspondence; composes/writes correspondence on behalf of department officials as directed.
- Processes documentation relating to purchasing or accounts payable functions; maintains department checkbook and/or petty cash fund; prepares vouchers for per diem and travel.
- Processes documentation relating to department budget; tracks monthly expenditures; maintains records.
- Coordinates calendar activities; schedules meetings, appointments, interviews, or other activities; updates calendars on a regular basis; generates computer calendars as appropriate; notifies parties of any changes.
- Maintains tickler system to monitor deadlines, status of documentation, scheduled activities, or other issues requiring action/response; makes reminder calls/notices and performs follow-up on status of items in tickler.
- Records and transcribes dictated correspondence/documentation.
- Types, drafts, prepares, or completes various forms, reports, correspondence, memoranda, court orders, monthly dockets, legal documents, subpoenas, discovery orders/responses, plea agreements, pleadings, jury instructions, warrant in debt, warrant in debt summary report, statements, affidavits, etc.
- Compiles, researches and calculates statistical and administrative data for reports; prepares/generates reports.
- Performs general clerical tasks, including making copies, distributing documentation, or sending/receiving faxes.
- Monitors inventory levels of departmental equipment, uniforms and supplies; initiates requests for new or replacement items; obtains bids and competitive price quotes; maintains equipment.
- Prepares, sets up and maintains file system; sorts, organizes, retrieves and/or replaces documents to be filed; purges files and destroys/disposes of obsolete records as appropriate.
- Maintains library of current research materials, legal resources, periodicals, state codes, legal books, legal forms, or other reference materials.
- Maintains confidentiality of departmental issues and documentation.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of legal office practices, procedures and techniques; general knowledge of legal terminology and spelling; general knowledge of departmental functions, organization and policies; general knowledge of the principles, methods and practices utilized in legal research; some knowledge of municipal law; ability to maintain involved office and legal records; ability to organize and perform work independently; ability to take and transcribe dictation and type at proficient levels; ability to communicate ideas effectively in both oral and written forms; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from high school supplemented by course work in Secretarial Science, legal procedures and terminology and considerable experience as a legal secretary.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.