

CLASS TITLE: Legal Secretary**DEFINITION:**

This is secretarial work involving the taking and transcribing of dictation of a highly technical, legal and confidential nature. Employees in this class receive and disperse court ordered funds and perform general administrative-secretarial work. Work is performed using tact, independent judgment and diplomacy. Performance is evaluated periodically in conference.

EXAMPLES OF WORK: (Examples are illustrative only)

- Takes and transcribes dictation.
- Checks legal citations and reference for accuracy and completeness.
- Researches court records.
- Negotiates support agreements.
- Dockets criminal trials and schedules mental evaluations.
- Prepares and maintains accurate charging documents in criminal, paternity and juvenile matters and court trial assignment of the professional staff to include case files.
- Indexes and maintains files of correspondence, case disposition records and material relating to law and opinions.
- Types various legal forms.
- Prepares correspondence.
- Summons witnesses.
- Prepares search warrants.
- Maintains calendar of cases and appointments.
- Conducts initial interviews with complaining witnesses.
- Acts as receptionist.
- Supervises a part-time clerical worker.
- Orders supplies.
- Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of business English, with the broad vocabulary necessary to take and transcribe accurately dictation involving technical and legal terms.
- Thorough knowledge of modern office procedure and equipment.
- Thorough knowledge of legal terminology.
- Thorough knowledge of proper filing requirements of pleadings in cases as well as proper sequence of legal proceedings.
- Elementary knowledge of the form and purpose of standard legal documents including pleadings, law memoranda and briefs to be filed in the various courts.

Class Title: Legal Secretary

- Elementary knowledge of the indexing of briefs, including the ability to pick out the various citations, separate them into the proper categories and index them accordingly.
- Knowledge of the procedure for proofreading the briefs and marking them with the appropriate printers signs for correction.
- Ability to do secretarial works requiring extreme accuracy and involving important legal aspects of the county's operation.
- Take technical and difficult dictation at a speed of not less than 100 words per minute and to transcribe these notes accurately at a speed of not less than 25 words per minute.
- Type accurately at a speed of not less than 55 words per minute from plain copy.
- Understand and follow complex directions.
- Compose correspondence on routine legal or legislative matters without supervision or direction.
- Maintain confidential, follow up and other legal records and files.
- Maintain harmonious working relationships with other employees and the general public.
- Supervise others.

MINIMUM EXPERIENCE, TRAINING AND EDUCATION:

- Four years successful and progressively responsible experience in stenographic work, two years of which must have been as a secretary to an active practicing attorney.
- Graduation from a standard high school including or supplemented by courses in typing and stenography.

OR

- A.A. Degree in Legal Secretarial Science and one year of experience with an active practicing attorney.

REQUIRED LICENSES AND CERTIFICATES:

None

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Professional Legal Secretary (PLS) as awarded by the National Association of Legal Secretaries (NALS) or Certified Professional Secretary (CP) as awarded by the National Secretaries Association (International) (NSA).

ADOPTED:

GRADE: 7