



## **LEGAL SECRETARY I**

**DEFINITION:** Under general supervision, to perform specialized and responsible administrative, secretarial, and clerical work involving extensive knowledge of legal terminology and procedures; and do related duties as required.

**ESSENTIAL JOB DUTIES:** Performs office administrative activities and procedures; prepares legal documents; checks and reviews legal documents for completeness and conformance with established regulations and procedures; initiates and maintains case files; maintains control of flow of documents and calendars for court appearances; consults legal reference books to verify accuracy of documents; arranges information in the proper legal form; composes legal papers and documents for which general forms are available; assists in special projects; types and composes correspondence; sets up and maintains departmental legal records and files; reviews materials and correspondence and refers matters to attention of legal/management staff; maintains a variety of legal forms; handles and maintains the confidentiality of records and files; serves as receptionist, screening callers, providing information, answering complaints, or scheduling appointments.

### **EMPLOYMENT STANDARDS**

**Experience/Training/Education:** High school graduate or equivalent with three years of increasingly responsible legal and clerical experience.

**Knowledge of:** Legal office operations, budgets, procedures, specific rules and precedents; various judicial levels and their jurisdictions; modern office methods and procedures; legal terminology, phraseology, documents, forms, and procedures; business English, including vocabulary, correct grammatical usage, and punctuation; reception and telephone techniques; general principles of legal clerical and secretarial functions; common office machines and computers and their operation.

**Ability to:** Perform difficult, responsible, and complex legal secretarial and clerical work with speed and accuracy and within deadlines; identify, use, and correct a wide variety of legal forms, documents, and terminology; operate office machines and input computer data; interpret and apply laws, rules, and written and oral directions to specific situations requiring the use of judgment and minimal supervision; use good judgment in recognizing the scope and limit of authority delegated; follow oral and written directions; make simple arithmetical calculations; work cooperatively with coworkers

and those contacted in the course of work. Ability to sit for prolonged periods of time, stand, walk, kneel, bend, twist, lift and carry up to 25 pounds, climb and descend stairs.

**Special requirements:** Must possess a valid operator's license issued by the State Department of Motor Vehicles.