

LEGAL SECRETARY II

JOB PURPOSE AND SUMMARY

Performs legal support work at an advanced level in various legal departments of the County. Positions in this classification are generally responsible for word processing of complicated legal documents, public contact involving communicating legal information and responding to questions, reading mail and composing responses and other secretarial support work for assigned attorneys. The positions require advanced knowledge of legal terminology and a thorough understanding of the legal secretarial function.

CLASSIFICATION DISTINCTIONS

This is the second level in the Legal Secretary job family. Positions at this level are distinguished from the first in the requirement that functions be performed with considerable independence. The Legal Secretaries II apply an advanced knowledge of legal terminology, documents and procedures within the office and are able to develop complex legal documents from brief oral instructions of the attorneys or managers. The work at the first level, on the other hand, requires an introductory understanding of legal terminology and operations within a legal office and involves routine work with specific procedures and guidelines. At the second level, expert word processing software and transcription capabilities are demonstrated through the development of complex macros and streamlined formats. Legal Secretaries II are distinguished from Legal Assistants in that the work is predominately secretarial support rather than the substantive work with regard to case direction and development seen at the Legal Assistant level.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES – This is a representative list of tasks and is not intended to be exclusive or comprehensive.

- Using advanced skills in word processing, spreadsheet and presentation applications, generates complex legal documents such as briefs, motions, correspondence, reports and memorandum from minimal instructions and in support of assigned attorneys; secures appropriate signatures, cause numbers and authorizations and mails or routes as designated.
- Prepares responses to legal correspondence either from dictation, oral instruction or independently; obtains required signatures and in some cases, mails over own signature.
- Reviews files, case documents, and affidavits to detect completeness, timeliness and errors and provides information to attorneys; may research case files and prepare proposed court orders for use by judges; prepares jury instructions from drafts or research into similar cases.
- Enters and retrieves case information using appropriate computer based data system; prepares reports requiring the extraction of database information.
- Responds to questions and provides answers to the public regarding case status in accordance with regulations on public records and confidentiality; screens and refers phone calls and inquiries to appropriate office or person; reads and routes incoming mail.

- At the assigned attorney's instruction, contacts other attorneys and parties to legal actions to obtain or relay technical information related to the case.
- Interviews clients to obtain and provide standardized information; monitors and reviews status of cases; maintains contact with clients, attorneys and other individual and agencies concerned with specific cases.
- Advises attorneys of upcoming trial commitments; schedules interviews between prosecutors and victims, witnesses, or defense attorneys.
- Files legal documents with clerks of the court; obtains required signatures and authorizations; maintains case files and records dates on which subsequent actions must occur.
- Performs other work as assigned.

QUALIFICATIONS

- Three to four (3 to 4) years of legal secretarial support work within a law office or legal environment.
- Completion of a legal secretarial course offered by a community college or business school (45 quarter or semester credit hours with at least ten (10) hours in legal coursework) may be substituted for one year of the required experience.

Knowledge of ... legal terminology, procedures, documents and principles related to legal support work; legal office practices and procedures including standard formats; business English, grammar, punctuation, and spelling; word processing, database and presentation applications, including the knowledge of macros; operation of general office equipment such as copiers, faxes, telephones, personal computers.

Ability to ... apply legal guidelines and regulations to varied operational requirements; prepare legal documents and correspondence using appropriate formatting, terminology and references; operate personal computer applications at an advanced level; establish and maintain effective working relationships with co-workers, public officials, and the general public; operate general office equipment; accomplish work within established timeframes; communicate effectively orally and in writing; adhere to prescribed office routines; maintain a neat personal appearance and courteous attitude toward the public and fellow employees.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Work is generally performed in an office setting with comfortable environmental conditions. Most positions involve a high activity level and pace, competing time demands, some interaction with dissatisfied or angry customers. Essential tasks require typing/keyboard skills, phone usage, reading, speaking and listening.

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Office use: 6/22/00