

**CLASSIFICATION:** LEGAL SECRETARY I

**Class Code:** 5691-08

**Date Established:** 12-10-93

**Occupational Code:** 1-2-4

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non- Exempt

**BASIC PURPOSE:** To perform entry level legal secretarial and clerical work for a law office or legal organizational unit.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Transcribes and types legal dictation and/or materials of a technical nature.
- Prepares reports using legal records and other substantive information.
- Maintains files of a legal nature requiring knowledge of legal terminology.
- Takes and transcribes hearing and meeting notes and case histories of legal importance.
- Maintains time and attendance reports for section and types expense account statements as required.
- Composes routine correspondence, proofreads stencils, and schedules appointments for legal staff.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

**Supervision:** Requires no supervision of employees or functions.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

**Communication:** Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

**Complexity:** Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

**Independent Action:** Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

**MINIMUM QUALIFICATIONS:**

**Education:** Completion of high school, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience in a secretarial position, including experience in a legal office or in an area which provided experience with legal terminology.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of modern office equipment and methods of operation. Knowledge of English grammar, spelling and usage to include legal terminology. Knowledge of office methods and procedures. Skill in transcribing dictation to include legal terminology. Skill in typing accurately and rapidly. Ability to set up and maintain legal records and other files. Ability to compose routine correspondence. Ability to establish and maintain harmonious working relationships with other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.