

CLASSIFICATION: LEGAL SECRETARY II

Class Code: 5692-11

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 legal secretarial support services for a law office or legal organizational unit.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Takes dictation and/or transcribes legal tapes and types handwritten materials, including pleadings, correspondence and other specialized legal documents and memoranda.
- Aids in preparation of briefs, including proofreading, checking law library for correct quotations, checking citations for correct format, and preparation of tables of authorities and contents.
- Acts as clerical assistant to an attorney by preparing and sending out routine legal correspondence.
- Transcribes depositions, interviews, and hearings and produces transcript in discoverable form.
- Sets up and maintains case files, research files and form files requiring special knowledge of legal terminology.
- Operates word processing equipment to produce court-ready legal documents and correspondence.
- Exercises partial supervision over other clerical assistants upon assignment.

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 knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

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 partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

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.

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Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information 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 a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

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: Three years' experience in a secretarial position, including experience in a legal office or 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 usage and legal terminology. Knowledge of office methods, policies and procedures. Knowledge of law library filing systems. Skill in transcribing dictation to include legal terminology. Skill in typing accurately and rapidly. Ability to compose correspondence in acceptable form from general instructions. Ability to establish and maintain harmonious working relationships with other employees, lawyers and the public. 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.