

CLASSIFICATION: LEGAL SECRETARY IV

Class Code: 5694-15

Date Established: 12-10-93

Occupational Code: 1-2-4

Date of Last Revision: 9-1-15

Exempt Status: Non- Exempt

BASIC PURPOSE: To supervise legal secretarial and administrative 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.
- Proofreads appellate briefs and monitors filing of briefs with various courts in accordance with state or federal laws.
- Supervises subordinate Legal Secretaries and clerical staff, including organizing, assigning and reviewing work.
- Checks House and Senate journals and advises professional staff of hearing dates and legislative action.
- Transcribes depositions, interviews, hearings, and produces transcript in discoverable form.
- Operates a word processor to maintain a list of all cases pending court action and to compose letters or answer routine correspondence.
- Coordinates circulation of appellate issues between county attorneys and staff attorneys so both entities are aware of latest actions taken.

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 immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

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 summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

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: Associate's degree from a recognized college or two years of college with major study in law, paralegal studies, a related legal field, or secretarial science. 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 in an area which provided experience with legal terminology. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

SPECIAL REQUIREMENTS:

For appointment consideration, Legal Secretary IV applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

RECOMMENDED WORK TRAITS: Knowledge of modern office equipment and methods of operation. Knowledge of English usage and legal terminology including spelling, punctuation and grammar. Knowledge of legal forms. Skill in transcribing dictation to include legal language. Skill in typing accurately and rapidly. Ability to compose correspondence in acceptable form. Ability to supervise other employees. Ability to work independently on complex tasks. Ability to read and interpret legal records. Ability to establish and maintain effective working relationships with superiors, other employees, officials of state, local or federal governments 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.