

SENIOR LEGAL SECRETARY

DEFINITION

Under direction, leads, directs, assigns and reviews the work of staff performing legal secretary duties for an assigned staff attorney; prepares difficult and complex legal documents; tracks cases; assists in preparing discovery and complaints; prepares court files; responds to public and staff contacts and concerns; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Legal Secretary series. This classification is distinguished from the Legal Secretary II by the performance of the most complex duties serving in a lead supervisory capacity over lower level staff.

REPORTS TO

Higher level management or supervisory staff.

CLASSIFICATIONS SUPERVISED

Exercise lead technical and functional supervision over secretarial and clerical staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Lead, direct, assign, review and participate in the work of staff performing legal secretary duties; performs difficult and complex legal secretary work; serves as secretary to administrative staff, professional staff, and/or may be assigned to provide direct support to assigned staff attorneys, relieving them of a variety of administrative details; performs legal secretarial duties related to assigned functional area and department; types, edits and formats legal documents including pleadings, briefs, opinions, orders, contracts, and similar materials; prepares discovery and subpoenas; receives case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff; prepares affidavits, petitions, complaints, warrants, and abstracts of judgments; calendars court appearances; assists other staff by performing duties related to special assignments or projects including researching and compiling information; collects information from a variety of sources pertinent to area of assignment; compiles data and prepares reports; schedules a variety of appointments;

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maintains and monitors records and files; pulls court case files; follows-up on due dates; monitors and tracks assigned grants; answers and directs incoming telephone calls; provides information in person or over the telephone relative to departmental procedures, policies records, court rules and case files; performs monitoring functions to ensure timely completion of work; operates standard office equipment including word processing applications; conducts record searches in a centralized database; provides information to law enforcement agencies, courts, attorneys and the public in accordance with legal requirements; and performs related duties as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of the policies, procedures, and programs of the legal department and work area where assigned.
- Principles of lead supervision and training.
- Laws, rules, and regulations affecting assigned program functions and services.
- Principles and practices of legal document filing.
- Legal terminology, phraseology, documents, and forms.
- Legal office practices methods and procedures including computers and assigned software.
- Requirements for completing and filing legal documents.
- Legal filing and recordkeeping procedures.
- Principles and practices of customer service.
- Receptionist and telephone techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Fiscal and account recordkeeping.
- Mathematics.

Ability to:

- Perform a variety of legal office support, secretarial and administrative duties.
- Plan, assign and review the work of staff.

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- Identify, prepare, and use a variety of legal documents and forms.
- Interpret and apply policies, rules, and regulations with good judgment in a variety of situations.
- Work with minimum supervision.
- Compile information and prepare accurate reports.
- Prioritize and coordinate tasks to meet deadlines.
- Make arithmetical calculations quickly and accurately.
- Type at a rate of 45 words per minute from clear, legible copy.
- Take dictation and notes at an appropriate rate for the job assignment and transcribe them accurately.
- Operate a variety of office equipment including computers and assigned software.
- Deal tactfully and courteously with persons seeking information and expressing concerns about programs, legal procedures, policies, and functions.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Training and Experience: *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

Education

High School diploma or GED equivalent supplemented by special training in the legal secretarial field is highly desirable.

Experience

Four (4) years of responsible legal secretarial, office, and administrative support work at with at least one year equivalent to Legal Secretary II with Amador County.

Special Requirements

None.