



# Career Service Authority

## Legal Secretary

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### GENERAL STATEMENT OF CLASS DUTIES

Performs secretarial duties utilizing legal terminology, procedures and documents.

### DISTINGUISHING CHARACTERISTICS

The *Legal Secretary* class performs legal secretarial work in the Office of the District Attorney, City Attorney's Office, or the Career Service **Hearing** Office providing information to courts, personnel, attorneys and the public and preparing legal and managing case files.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgement are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

By position, performs lead work.

## ESSENTIAL DUTIES

Reviews correspondence and documents and **decide s** whether to forward the information to the attorney or **hearing officer**, or enter it into the case file.

Reviews attorney case files for accuracy and completeness, and interprets, translates and types court proceedings entered by attorneys or **hearing officers**, following litigation.

Updates case records showing current status, time, court date, location, continuations or new motions and notifies the attorney, **hearing officer** and/or witnesses of changes.

Composes correct legal pleadings from the attorney's outline of charges.

Obtains information for cases from legal sources and from the public record, as directed by attorneys or **hearing officers**.

Types forms and legal documents including amendments, summonses, court orders, discovery orders, and contempt citations and prepares motions.

Confirms and relays information such as hearing or trial dates, case status and dispositions (settlement).

Some positions may train other clerical employees in the preparation of legal documents, prioritize work and review completed work.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge & Skills:***

**Integrity/Honesty** – Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

**Reading** – Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

**Conscientiousness** – Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

**Writing** – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Self-Management** – Sets well defined and realistic personal goals, monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

**Flexibility** – Adapts quickly to changes.

**Self-Esteem** – Believes in own self-worth, maintains a positive view of self, and displays a professional image.

**Listening** – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Customer Service** – Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

**Memory** – Recalls information that has been presented previously.

**Speaking** – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Reasoning** – Discovers or selects rules, principles, or relationships between facts and other information.

Knowledge of legal terminology and legal documentation format sufficient to be able to read, interpret, and prepare legal documents.

Knowledge of office practices and procedures sufficient to be able to organize and maintain files, records, and schedules and to obtain and/or relay information and process documents in a timely manner.

Skill in examining documents for correctness, completeness and accuracy.

Skill in prioritizing, coordinating, and scheduling work to allow for efficient and effective completion of the work assignment.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object up to 10 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth perception: ability to judge distance and space relationships.

Field of vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color vision: ability to distinguish and identify different colors.

***Working Environment:***

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

***Education Requirement:***

Graduation from high school or possession of a GED Certificate.

***Experience Requirement:***

Three years of general secretarial experience including one year of legal secretarial experience preparing legal documents such as: amendments, summonses, discovery orders, citations, contracts, ordinances, motions and pleadings.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for up to two years of the minimum experience except for the one year of legal secretarial experience preparing legal documents such as: amendments, summonses, discovery orders, citations, contracts, ordinances, motions and pleadings.

***Licensure and/or Certification:***

None

**CLASS DETAIL**

***FLSA CODE:*** Non exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 08/05/2007

***REVISED BY:*** Vivian Atkins

***CLASS HISTORY***

The job spec has been updated to include legal secretary work being performed in the **Hearing** Office, as well as revising experience and equivalency statements replacing the words clerical to secretarial and adding other the type of documents accepted as counting for experience.