

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31217
Job Class Code:	510	Salary Schedule:	ASRRLEGAL
EEO Category:	06	Grade:	15
Workers Comp Code:	8820		

Job Code Established:	09/28/92	Effective Date:	
Job Code Revised:	01/01/96	Effective Date:	

JOB CODE SERIES: Secretarial Series

JOB CODE TITLE: LEGAL SECRETARY I

HRIS TITLE: LGL SECY I

CHARACTERISTICS OF THE CLASS: Typically reports to an administrative hearings officer/attorney. Has the authority to make decisions regarding work sequence and priority; to exercise judgment in screening correspondence, calls, and visitors; to make limited scheduling decisions. Provides secretarial/administrative support services requiring knowledge of legal procedures, documents, etc., to hearing officers and/or attorneys; performs related work as required. Work product consists of accurate and timely preparation of a variety of legal documents/correspondence including legal opinions, legislative measures, and depositions; accurate and timely maintenance of legal records/files; and appropriate screening/handling of a variety of calls, correspondence, and visitors. Responsible for the quality and timeliness of supportive legal documentation; for the timely completion of assigned legal notices and forms; for appropriate information-giving in response to inquiries; for appropriate administrative support.

EXAMPLES OF DUTIES: Prepares a variety of legal correspondence, petitions, briefs, legislative measures, legal opinions, pleadings, motions, and depositions. Completes legal notices/forms from marginal notes, verbal and written instructions, standard paragraphs, and/or similar forms. Ensures that legal notices and other legal forms are prepared and processed in accord with legal requirements, deadlines and established procedures. Answers a variety of inquiries concerning the progress of legal actions and advises regarding proper procedures. Maintains follow-up records related to legal matters. Receives and screens a variety of correspondence, visitors, and telephone calls. Performs routine office support functions. May operate word processing equipment or other automated office equipment. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: office policies and procedures; difficult transcription by shorthand or machine dictation; organization and maintenance of confidential files; technical legal terms and various legal forms/documents; the sequence of legal actions sufficient to answer a variety of inquiries; legal notices/forms sufficient to complete them from marginal notes, standard paragraphs, verbal/written directions and/or similar forms.

Skill in: operating keyboard; taking and transcribing dictation via shorthand or transcription equipment.

Ability to: handle detailed work with accuracy and speed;; perform standard administrative support functions; schedule and coordinate meetings/conferences; monitor legal requirements and deadlines; compose a wide variety of legal correspondence, petitions, briefs, legislative measures, legal opinions, etc.; respond to the public with tact, diplomacy and appropriate timely information.