

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV31218</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>ASRRLEGAL</b>
<b>EEO Category:</b>	<b>06</b>	<b>Grade:</b>	<b>16</b>
<b>Workers Comp Code:</b>	<b>8820</b>		

<b>Job Code Established:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	<b>09/28/92</b>
<b>Job Code Revised:</b>	<b>01/01/98</b>	<b>Effective Date:</b>	<b>01/01/98</b>

**JOB CODE SERIES:** Secretarial Series

**JOB CODE TITLE:** LEGAL SECRETARY II

**HRIS TITLE:** LGL SECY II

**CHARACTERISTICS OF THE CLASS:** Reports to a litigating attorney. Has the authority to coordinate administrative office functions; to make broad decisions regarding work sequence and priority; to alter office timetables in order to meet legal deadlines; to oversee the work of other secretarial/clerical employees. Provides legal secretarial support to one or more litigating attorneys, relieving the attorney(s) of office administrative detail; may provide technical expertise in a specialty area and/or exercise supervisory/lead authority over other legal secretaries; performs related work as required. Work product consists of accurate and timely preparation of a wide variety of complex legal correspondence/documents, including briefs, legal opinions, legislative measures, pleadings, motions, and depositions; accurate and timely maintenance of legal records/files and case tracking systems; and appropriate screening/handling of a wide variety of calls, correspondence and visitors. Responsible for the quality and timely completion of complex legal documentation; for monitoring the appropriate completion of legal notices/forms; for appropriate completion of legal notices/forms; for appropriate information-giving in response to complex inquiries; for appropriate administrative support.

**EXAMPLES OF DUTIES:** Provides legal secretarial/office administrative support requiring considerable knowledge of legal procedures, forms, and documents and a high degree of secretarial/administrative support skills to a litigating attorney or group of litigating attorneys. Prepares a variety of complex legal correspondence, petitions, briefs, legislative measures, legal opinions, pleading, motions, and depositions from general direction using technical knowledge and expertise. Completes legal notices/forms from marginal notes, verbal and written directions, standard paragraphs, and/or similar forms. Exercises discretion in the preparation and processing of legal notices and other legal forms in accordance with established or implied legal requirements. Answers a variety of inquiries concerning the progress of legal actions and advises regarding proper procedures. Maintains follow-up records relating to legal matters. Receives and screens a variety of correspondence, visitors, and telephones calls. Provides guidance and technical direction to clerical and secretarial employees and coordinates administrative office functions. May operate word processing equipment or other automated office equipment. Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** official procedures sufficient to oversee the work of other secretarial and clerical employees; difficult transcription via shorthand and/or machine dictation; the policies/procedures of the immediate work unit, with strong awareness of other units; technical legal terms and various legal forms/documents; the sequence of legal actions sufficient to answer a variety of detailed inquiries; legal notices/forms sufficient to complete them from marginal notes, standard paragraphs, verbal/written instructions, and/or similar forms.

**Skill in:** operating keyboard; taking dictation using shorthand; transcribing dictation from shorthand and/or machine dictation.

**Ability to:** handle detailed work with accuracy and speed; wide range of administrative support functions; monitor legal requirements and deadlines; compose a wide variety of complex legal correspondence, petitions, briefs, legislative measures, legal opinions, etc.; respond to a variety of complex inquiries concerning the progress of legal actions; provide advice regarding proper procedures; respond to the public with tact, diplomacy and appropriate timely information.