

## LEGAL SECRETARY I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform legal secretarial duties. Incumbents are responsible for performing advanced level secretarial, clerical and routine administrative duties to support the efficient operation of the Law Department or District Attorney's Office. Work includes the operation of word processing equipment used in the typing of briefs, petitions, motions, orders, opinions, notices, and other legal documents and correspondence, requiring knowledge of legal terminology and word processing equipment and software. Supervision is not a responsibility of this position, but incumbents may act as a lead worker for the completion of assigned projects. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Produces legal correspondence and documents on word processing equipment and typewriters in appropriate legal format;

Proofreads completed work to ensure quality and accuracy;

Functions as lead worker over the work of other secretarial staff when work volume requires coordinated efforts to complete timely projects;

Leads, guides and provides instruction to trainees and new employees;

Performs various general legal administrative support services to enhance the operation of the legal division of assignment, including the closing of files;

Schedules meetings and appointments and maintains detailed calendars and tickler files for attorneys;

Maintains confidential files, both hard copy and information stored on word processing disks;

May serve as notary and notarize or serve as witness in the notarizing of legal documents;

Answers telephone calls, takes messages and responds to requests for routine information in accordance with departmental procedures;

Confers with attorneys and other divisional staff to ensure actions are completed in a timely manner;

Performs related clerical tasks to ensure the smooth and effective operation of the office;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern law office practices, legal forms, and legal terminology; familiarity with the operations of a large public law office; good knowledge of grammar, spelling and legal formatting; good knowledge of the functions and capabilities of word processing equipment and software for legal documents; ability to operate a keyboard at no less than 35 words per minute; ability to effectively use computer applications such as spreadsheets, word-processing, e-mail and database software; ability to understand and carry out complex oral and written directions; ability to interact effectively with attorneys and paraprofessionals; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; accuracy; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and five years of experience where the primary function of the position was clerical and word-processing duties, one year of which must have involved the typing or word-processing of legal correspondence and documents in a public or private legal office.

SUBSTITUTIONS: Completion of a word-processing or secretarial course or legal terminology course at a recognized college or business school may be substituted for one year of the general experience described above; or, satisfactory completion of 30 credits\* may be substituted on a year for year basis for up to two years of the general experience described above. There is no substitution for the one year of specialized experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.