

LEGAL SECRETARY I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform executive legal secretarial, clerical and administrative duties for upper level administrators or professional persons, to support the efficient operation of the Law Department or District Attorney's Office. Work includes the preparation and storing of legal documents and correspondence, requiring knowledge of legal terminology and the operation of computers and word processing 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)

Relieves the principals of details that do not require their personal attention by the use of discretion, tact and comprehensive knowledge of department procedures and policies;

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

Produces legal documents and correspondence on computers, word processing software and typewriters, including briefs, petitions, motions, orders, opinions, notices, correspondence and other legal documents; proofreads completed work to ensure appropriate legal format, 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;

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

Maintains confidential files, both hard copy and electronically;

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

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

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

Answers telephone calls, takes messages and responds to requests for routine information, which may include Freedom of Information Act (FOIA) requests, in accordance with departmental procedures;

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; good knowledge of grammar, spelling and legal formatting; good knowledge of the functions and capabilities of word processing equipment and software for legal documents; familiarity with the operations of a large public law office; ability to operate a keyboard at no less than 35 words per minute; ability to understand and carry out complex oral and written directions; ability to interact effectively with attorneys, paraprofessionals and clerical staff; ability to effectively use computer applications such as spreadsheets, word-processing, e-mail and database software; ability to read, write, speak, understand and communicate sufficiently in English 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: 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.

SUBSTITUTION: Satisfactory completion of 30 credits* at a recognized college or university, or its equivalent in course hours from an approved institution or office software manufacturer (i.e. Microsoft), may be substituted on a year for year basis for up to two years of the above general experience. There is no substitution for the one year of specialized experience.

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.