

## LEGAL SECRETARY II

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, performs executive legal secretarial work of a complex nature within the Law Department or District Attorney's Office. An incumbent of this position is responsible for performing secretarial work for one or more top executive level attorneys and their professional staff members in the Law Department or District Attorney's Office. A wide variety of tasks is performed, involving the exercise of independent judgment, to provide executive secretarial support to the legal management staff of the department. These tasks include the operation of computers and word processing equipment used in the preparation and storing of legal documents and correspondence, and the maintenance of automated records and files. Supervision may be exercised over a small number of lower level secretarial and clerical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

Performs various general legal administrative support services to enhance the operation of the legal division of assignment;

Produces legal documents and correspondence using a computer terminal, word processing equipment, and a typewriter, and proofreads completed work to ensure appropriate legal format, quality, and accuracy;

Coordinates and reviews the work of other clerical personnel when work volume requires coordinated efforts to complete timely projects;

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

Assembles supportive materials and documents to be used for research and the preparation of legal briefs, legislation and cases;

Compiles drafts of memos, correspondence, forms and reports as needed;

Sets up and maintains a detailed confidential filing system, consisting of automated records and files with cross-reference index files, and supplies information from them to authorized personnel;

Maintains case dockets and files;

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

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

Coordinates activities of division staff with those of other divisions to ensure timely completion of work activities on legal issues crossing divisional responsibility;

Uses computer applications such as spreadsheets, word-processing, e-mail and database software;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Answers telephone calls, takes messages and responds to requests for routine information, which may include freedom of information requests, in accordance with departmental procedures;

Confers with attorneys to ensure actions are completed in a timely manner;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern law office practices, legal forms, and legal terminology; familiarity with the operations of a large public law office; good knowledge of executive secretarial skills, including correct English usage, 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 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 in English sufficiently to perform the essential tasks of the position; accuracy; resourcefulness; initiative; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of experience where the primary function of the position was clerical and word processing duties, two years of which must have involved typing or word processing legal correspondence and documents in a public or private law 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 two years 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.

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Job Group: VIII