

## LEGAL SECRETARY II

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position uses considerable independent action and judgment in the performance of executive legal secretarial work consisting of a wide variety of complex administrative support and word processing assignments within the Law Department or District Attorney's Office, working for one or more top executive level attorneys and their professional staff members. Work includes the preparation and storing of legal documents and correspondence, and the maintenance of automated records and files, requiring knowledge of legal terminology and the operation of computers and word processing software. This position is distinguished from the Legal Secretary I level by the assignment to positions at the Deputy County Attorney or Deputy District Attorney levels that typically have department-wide responsibilities and act for and on behalf of the County Attorney / District Attorney. 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 executive level management of administrative details that do not require their personal attention by the use of discretion, tact and comprehensive knowledge of department procedures and policies; may interpret established procedures, practices and processes to departmental staff, the public, etc., in answering questions via telephone, mail, e-mail or in person;

Accesses and prepares materials that are highly confidential, sensitive and non-repetitive in nature, such as program proposals, strategic initiatives, legal documents, etc., using word processing equipment and/or a typewriter; works with and is expected to be proficient in the use of a variety of automated office applications such as Microsoft Word, PowerPoint, Excel, etc., as well as other department-specific applications to make complicated word processing documents, charts and to keep detailed logs of departmental events, various approvals, schedules, etc;

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;

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

Plans, assigns and ensures completion of the work of clerical employees; takes corrective action to ensure that problems with assignments are handled and dealt with in a manner with the least amount of disruption to departmental operations;

Maintains case dockets and confidential files, both hard copy and electronically;

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

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

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

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;

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

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;

Accesses supervisors e-mail and calendar to respond to inquires, provide information, arrange appointments, schedule meetings, make travel arrangements, and prepare and disseminate materials as required; maintains detailed calendars and tickler files for attorneys;

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, e-mail and database software in performing work assignments;

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; 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; 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; 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 secretarial and word processing duties, two years of which must have involved typing or word processing of legal correspondence and documents in a public or private law 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 two years 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.