

LEGAL SECRETARY TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class receive on-the-job training to gain the necessary skills in legal and office procedures to perform advanced level secretarial, clerical, and routine administrative duties in support of professional staff in the Law Department or District Attorney's Office. Training includes the word processing of briefs, petitions, motions, orders, opinions, notices, and other legal documents and correspondence, requiring knowledge of legal terminology and the use of word processing equipment and software. Satisfactory completion of a one year training period will result in promotion to the full performance level of Legal Secretary I. Supervision is not a feature of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives on-the-job training in the following:

Prepares legal correspondence and documents on word processing equipment and typewriters;

Proofreads completed work to ensure quality and accuracy;

Provides clerical support when work volume requires assistance to complete timely projects;

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

Maintains appointment calendars for attorneys;

Maintains files of information stored on word processing disks;

Answers telephone calls, takes messages and provides routine information to callers;

Confers with attorneys 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of grammar, spelling and formatting; good knowledge of the capabilities of the word processing equipment used; familiarity with the operations of a law office; ability to gain knowledge of modern law office practices, legal forms, and legal terminology; ability to operate a keyboard at no less than 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

sufficiently to perform the essential tasks of the position; ability to understand and carry out complex oral and written directions; ability to interact effectively with attorneys and paraprofessionals; resourcefulness; initiative; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either: (a) three years of clerical experience which must have included word processing; or (b) completion of a word processing, secretarial, or legal terminology course* at a recognized college or business school and two years of experience as stated in (a).

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree from a recognized college or university may be substituted for each year of experience. However, candidates must possess at least one year of the general clerical and word processing 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 accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.