

SENIOR LAW STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Performs advanced level legal secretarial work, including the taking and transcribing of dictation involving difficult legal terminology, for the municipal attorney's **office**; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform legal secretarial duties, including taking and transcribing of complex legal terminology used in the preparation of legal briefs and documents. Work involves the use of various software packages in the preparation of legal documents and correspondence; the maintenance of files and records; and the maintenance of legal calendars. Incumbents also perform clerical and administrative responsibilities to support the efficient operation of the office. This class is distinguished from Intermediate Law Stenographer by the broader scope of responsibility, difficulty of the work performed and exercise of independent judgement. This position is distinguished from Senior Office Assistant (Law) in that taking and transcribing of dictation is an aspect of this position.

EXAMPLES OF WORK: (Illustrative Only)

Takes and transcribes dictation of legal briefs, petitions, memoranda, motions, orders, and other legal forms and documents;

Handles routine correspondence independently or from brief oral instructions;

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

Proofreads completed work to ensure accuracy and quality;

Maintains legal files, both hard copy and information stored in computer systems;

Maintains case dockets and calendars;

Schedules meetings and appointments and maintains calendar for attorney;

Prepares options of purchase, deeds, mortgages, bonds, notices, and other legal forms from brief instructions;

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

Receives callers, ascertains their business, and directs them to the proper person;

Performs related clerical and administrative tasks essential to the smooth and effective operation of the office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern law office methods and procedures, legal forms, and legal terminology; ability to take difficult dictation involving legal terminology at not less than 80 words per minute; ability to manipulate a standard alphanumeric keyboard at not less than 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good knowledge of the capabilities of computer systems equipment and software for legal documents; ability to understand and carry out complex oral and written directions; ability to size up people and situations and adopt an effective course of action; accuracy; resourcefulness; initiative; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and either: (a) three years of general office/clerical experience, two of which must have included legal stenographic experience and use of computers to maintain records or produce correspondence or spreadsheets; or (b) completion of an approved post high school secretarial or business school course with a degree or certificate in secretarial sciences, office technology or closely related field; which must have included course work in legal terminology and computer software applications (i.e., word processing, spreadsheets, etc), and two years of legal stenographic experience which must have involved the use of computers to maintain records or produce correspondence or spreadsheets; or (c) an Associates degree in Business with course work in legal terminology, computer software applications (i.e., word processing, spreadsheets, etc.) and one year of experience as specified in (b); or (d) a satisfactory equivalent combination of the foregoing training and experience.

Note: A certificate program is defined as a minimum of 6-8 courses and results in the issuance of a certificate.