

## **LEGAL TRANSCRIBER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical and typing work of a legal nature involving the preparation of legal papers and contracts performed under supervision and in accordance with established procedures. The typing may involve transcription from a dictating machine and/or straight copy. The work may also involve some additional office clerical duties. Work direction may be exercised over a small number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the preparation of contracts primarily by gathering information and completing portions of contracts using information provided by attorneys;  
Completes legal papers in accordance with prescribed procedures from handwritten and/or dictating machine notes;  
Composes and types replies to letters requesting routine information;  
Completes routine legal forms;  
Completes various reports and forms which may require the collection and organization of various materials;  
May be responsible for miscellaneous office routines and clerical matters;  
May operate a variety of office machines in the performance of clerical work such as, photocopy, date entry, word processor, microcomputer, etc.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of English; good knowledge of office terminology, procedures and forms; ability to type at a rate of at least fifty-five (55) words per minute with a maximum of 5 percent errors in a practical test\*; ability to understand and carry out moderately difficult oral and written instructions; ability to spell and correctly use common legal terms.

**MINIMUM QUALIFICATIONS:** Graduation from of high school or possession of an equivalency diploma and two (2) years of office clerical or business experience, one (1) year of which must have involved the use legal terminology.

**NOTE:** Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for the required experience on a one-for-one basis for a business or secretarial curriculum, and for up to one (1) year of the required experience for any other curriculum.

\*To be demonstrated during the probationary period.