

## **SECRETARIAL ASSISTANT (LEGAL)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is secretarial work of a responsible nature in a legal or court office which may involve clerical processing responsibilities. The secretarial duties, which distinguish this third level title in the clerical line, involve independent judgment in handling non-routine situations and data in determining priorities to assist one or more administrators. Stenography and typing, while required, do not denote the significant character of the job. The work differs from Secretarial Assistant II in that legal or court office experience as well as knowledge and application of legal terminology and procedures are required. General supervision is received from one or more administrators. Work direction may be given to lower level clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Responds to telephone calls and in-person requests;  
Sets priorities for submission of work to administrator(s) and generally relieves administrator(s) from the day-to-day routine of the office;  
Makes decisions in handling non-routine situations and data;  
Schedules and confirms appointments;  
Takes dictations involving legal terminology and types from tapes, shorthand or rough notes;  
Answers routine correspondence and composes letters for official signature;  
Maintains confidential and regular correspondence files;  
Prepares and coordinates a variety of reports and data;  
Answers moderately difficult questions related to the activities of the office;  
May draft legal documents such as affidavits, orders, decisions by adapting and incorporating previously dictated language to the matter at hand;  
May order, record, integrate and process data requiring knowledge of moderately difficult procedures;  
May operate a variety of office machines, e.g., calculator, computer, photocopy machine, etc.

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

Thorough knowledge of correct English usage; good knowledge of legal terminology and procedures; good knowledge of office procedures and equipment; good knowledge of business arithmetic; good verbal abilities; ability to type at a rate of forty (40) words per minute, and to record dictation at a rate of ninety (90) words per minute\*; ability to prepare correspondence and reports from general instructions; ability to understand and carry out difficult oral and written instructions; ability to establish successful relations and communications with others.

### **MINIMUM QUALIFICATIONS:**

Either:

- a. Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience; two (2) years of which must have been in a legal or court office and one (1) year of which involved supervisory and/or non-routine duties, or

(over)

- b. Eight (8) years of experience in an office clerical or business environment, two (2) years of which must have been in a legal or court office and one (1) year of which involved supervisory and/or non-routine duties, or
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTES:**

- 1. Any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
- 2. Post high school education may be substituted for up to two (2) years of the required general experience on a one-for-one basis for business or secretarial curricula and on a two-for-one basis for any other curriculum.

**PROMOTION:** One (1) year of permanent status as a Legal Stenographer.

\*To be demonstrated during the probationary period.