



# Legal Secretary I

Salary Group: A12

Class Code: 3565

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
LEGAL SECRETARY I	3565	A12	\$27,840 - \$43,798
LEGAL SECRETARY II	3566	A14	\$31,144 - \$49,134
LEGAL SECRETARY III	3567	A16	\$34,918 - \$55,130
LEGAL SECRETARY IV	3568	A18	\$39,521 - \$64,449
LEGAL SECRETARY V	3569	A20	\$45,158 - \$73,788

## GENERAL DESCRIPTION

Performs entry-level legal secretarial work. Work involves providing legal and administrative support and maintaining communication with clients, attorneys, agencies, and the general public. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Organizes, indexes, and files legal and administrative documents.

Reviews and processes mail for legal staff and schedules, maintains, and updates appointment calendars detailing events.

Answers the phone, providing general information or routing calls as appropriate.

Assists in coordinating travel arrangements for legal staff and preparing or processing related paperwork and files.

Assists in preparing, proofreading, and editing legal and administrative documents.

Assists in organizing trial and hearing materials.

Assists in arranging interviews, depositions, and court appearances.

May check citations of statutes, case notes, and legal references.

May record hearings activities

May assist with maintaining a law library.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in administrative support or legal secretarial work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of legal practices and terminology; and of spelling, punctuation, sentence structure, and grammar.

Skill in the use of a computer and office equipment and reference materials.

Ability to prepare legal correspondence and documents, to take and transcribe dictation, and to maintain files and records.