



# Legal Secretary

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
LEGAL SECRETARY I	3565	A13	\$32,439 - \$49,388
LEGAL SECRETARY II	3566	A15	\$35,976 - \$55,045
LEGAL SECRETARY III	3567	A17	\$39,976 - \$61,399
LEGAL SECRETARY IV	3568	A19	\$45,244 - \$72,408
LEGAL SECRETARY V	3569	A21	\$51,278 - \$82,901

## GENERAL DESCRIPTION

Performs legal secretarial work involving providing legal and administrative support and maintaining communication with clients, attorneys, agencies, and the general public.

## 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.

Participates in recording hearing activities.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between entry and journey levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related experience, education, and certifications. Other factors may include the scope and nature of the program and/or procedure the employee supports. Employees at the journey levels may independently perform the full range of work identified within current or previous levels, or may assist others with such functions.*

**LEGAL SECRETARY I:** Performs entry-level legal secretarial work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited or no experience and spend the majority of their time performing simple to routine work following standard practices.

**LEGAL SECRETARY II:** Performs moderately complex (journey-level) legal secretarial work. Works under moderate supervision, with limited latitude for the use of initiative and independent

judgment. Employees at this level may rely on direction from others to solve problems that are not standard, may assist others in performing work of greater complexity; and may:

- Coordinate travel arrangements for legal staff and prepare or process related paperwork and files.
- Prepare, proofread, and edit legal and administrative documents and reports.
- Arrange interviews, depositions, and court appearances.
- Check citations, quotations, footnotes, and references for accuracy.
- Maintain record-keeping and filing systems.

**LEGAL SECRETARY III:** Performs complex (journey-level) legal secretarial work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may work more independently than the previous levels, and may routinely assist other staff in performing job duties of greater complexity. Employees at this level may organize trial and hearing materials.

***Note:** A senior level employee (levels IV and V) may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature, scope and complexity of the legal work the employee performs; and the employee's related experience, education, and certifications.*

**LEGAL SECRETARY IV:** Performs advanced (senior-level) legal secretarial work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Review legal publications and performs database searches to identify laws and court decisions relevant to pending cases.
- Prepare statistical and administrative reports.
- Interpret rules, regulations, policies, and procedures for the agency, agency staff, or the general public.
- Administer the service of subpoenas, notices of disposition, and other legal documents.
- Help maintain a law library.
- Provide assistance to judges and attorneys with case management and docket control.

**LEGAL SECRETARY V:** Performs highly advanced (senior-level) legal secretarial work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may serve as a lead worker providing direction to others, and may:

- Prepare responses to legislation inquiries and open records requests.
- File pleadings with courts.
- Participate in the preparation of policy guidelines for legal and/or court services.
- Attend legal meetings, such as client interviews, hearings, or depositions, and take notes.

## 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

#### For all levels

- 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.

#### Additional for Legal Secretary III – V

- Ability to interpret rules, regulations, policies, and procedures; and to communicate effectively.

#### Additional for Legal Secretary V

- Ability to serve as lead worker providing direction to others.