



# Legal Secretary II

Salary Group: A14

Class Code: 3566

<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
<b>LEGAL SECRETARY II</b>	<b>3566</b>	<b>A14</b>	<b>\$31,144 - \$49,134</b>
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 moderately complex (journey-level) legal secretarial work. Work involves providing legal and administrative support and maintaining communication with clients, attorneys, agencies, and the general public. Works under moderate supervision, with limited 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.

Coordinates travel arrangements for legal staff and prepares or processes related paperwork and files.

Prepares, proofreads, and edits legal and administrative documents and reports.

Arranges interviews, depositions, and court appearances.

Checks citations, quotations, footnotes, and references for accuracy.

Maintains record-keeping and filing systems.

Assists in organizing trial and hearing materials.

May record hearing activities.

May assist with maintaining a law library.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in 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.