



Legal Secretary IV

Salary Group: A18

Class Code: 3568

<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 advanced (senior-level) legal secretarial work. Work involves coordinating legal and administrative support and maintaining communication with clients, attorneys, agencies, and the general public. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, reviews, and edits legal correspondence and administrative documents.

Reviews legal publications and performs database searches to identify laws and court decisions relevant to pending cases.

Prepares statistical and administrative reports.

Develops and coordinates the maintenance of record-keeping and filing systems. Interprets rules, regulations, policies, and procedures for the agency, agency staff, or the general public.

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

Organizes trial and hearing materials.

Coordinates the service of subpoenas, notices of disposition, and other legal documents.

Assists in preparing responses to legislation inquiries and open records requests.

May record hearing activities.

May maintain a law library.

May assist judges and attorneys with case management and docket control.

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 computer and office equipment and reference materials.

Ability to prepare legal correspondence and documents; to take and transcribe dictation; to maintain files and records; to interpret rules, regulations, policies, and procedures; and to communicate effectively.