



Legal Secretary V

Salary Group: A20

Class Code: 3569

<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 highly advanced (senior-level) legal secretarial work. Work involves overseeing legal and administrative support and maintaining communication with clients, attorneys, agencies, and the general public. May serve as lead worker providing direction to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Prepares statistical and administrative reports.

Prepares responses to legislation inquiries and open records requests.

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

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

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

Organizes trial and hearing materials.

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

Files pleadings with courts.

Assists in the preparation of policy guidelines for legal and/or court services.

May record hearings activities.

May maintain a law library.

May attend legal meetings, such as client interviews, hearing, or depositions, and take notes.

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

May serve as lead worker providing direction to others.

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; to communicate effectively; and to serve as lead worker providing direction to others.