Legal Secretary I

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.

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Class Code</th>
<th>Salary Group</th>
<th>Salary Range</th>
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<td>LEGAL SECRETARY I</td>
<td>3565</td>
<td>A12</td>
<td>$27,840 - $43,798</td>
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<td>LEGAL SECRETARY II</td>
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<td>A14</td>
<td>$31,144 - $49,134</td>
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<td>LEGAL SECRETARY III</td>
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<td>LEGAL SECRETARY IV</td>
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<td>LEGAL SECRETARY V</td>
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State Classification Job Description
Legal Secretary
Class Code: 3565
Salary Group: A12

Occupational Category: Legal
Revised 9-1-2019
Texas State Auditor's Office
Page 1 of 2
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.