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.