

LEGAL SECRETARY

DEFINITION

Under supervision, to provide legal secretarial and clerical support services to the Corporation Counsel and to the Permanency Planning Legal Services Unit involving all areas of the Corporation Counsel's Office, and other related duties.

EXAMPLES OF DUTIES

Keys complex reports, correspondence, and legal papers including briefs, opinions, proceedings, orders, complaints, decisions, contracts, commitments, affidavits, and other documents; may maintain and update County Code of Ordinances; may assist in budget preparation; greets visitors and the general public, answering inquiries or referring to the proper official; maintains complex files; sets up cases; arranges for service of process for in-state and out-of-state cases; develops forms and procedures routinely required in cases; maintains security of system; interacts with witnesses and parents; may conduct preliminary interviews; may monitor office expenditures; coordinates scheduling with court personnel; files legal pleadings and papers with the appropriate courts; operates data entry machines, electronic memory typewriters and/or word processing equipment.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to two years of increasingly varied and complex clerical and typing or keying experience including one year of legal clerical experience in a court system or law office. Experience with juvenile court procedures is desirable.

Knowledges and Abilities: Knowledge of court practice and procedures, legal documents and terminology, and modern office procedures and practices; ability to interpret complex guidelines; ability to gather and organize information from a variety of sources; ability to evaluate and devise work methods to improve efficiency or meet new requirements; ability to spell and to use correct grammar; ability to make arithmetic calculations with speed and accuracy; ability to operate standard office machines including word processing equipment; ability to establish and maintain effective relationships with the public; ability to communicate effectively; ability to deal effectively with a large volume of cases; ability to exercise independent judgment; ability to type neatly and accurately at a net rate of 50 words per minute with a ten error maximum.