

LEGAL SECRETARY SENIOR

KIND OF WORK

Lead administrative and technical legal support work.

NATURE AND PURPOSE

Under general supervision, mentors and trains legal secretary staff, assesses and re-assigns workloads, serves as technical expert on word processing and other software used in work processes; performs legal secretary work functions; may provide technical advice and work guidance to other office support staff; performs related work as required.

Legal documents include, but are not limited to: legal pleadings, briefs, appellate court notices and motions, memoranda of law, legislation, transcripts, delegation orders, correspondence, search warrants, complaints, memos, charts, service letters and affidavits of service.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assesses daily workloads within assigned area of responsibility so that litigation or project deadlines are met by evaluating progress and making reassignments as needed.

Trains new legal secretary staff so that they are oriented to the workplace by providing instruction and technical advice on legal document production, court rules and practices, office policies and practices, and use of software applications.

Trains new professional and administrative support staff on the use of general office equipment so that they are oriented to the workplace.

Serves as the primary resource for software applications by maintaining advanced knowledge of software applications, attending user group meetings, troubleshooting application problems, assisting users, training on new applications, assessing application needs and making software recommendations to Office Manager or systems staff.

Monitors and directs records retention in assigned section to assure compliance with established standards by reviewing and updating retention schedules and directing disposition of records and coordinating file transfers and retrieval.

Transcribes diverse legal documents, letters and memoranda from dictation equipment, handwritten copy, or keyed drafts so that final documents are correctly formatted, well written and appropriately referenced by using advanced features of word processing applications, and by applying knowledge of standard legal formats, legal terminology and citations, business English, grammar, punctuation and spelling.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Adult learning styles sufficient to adjust methods of communication/instruction so that a diverse group of individuals understand the training topics, office procedures and policies, and legal policies and practices.

Administrative maintenance tasks of the computer system sufficient to provide assistance and troubleshoot applications.

Software applications such as advanced Microsoft Word, Access, Excel, and Outlook email/calendar/scheduling, PowerPoint sufficient to train in usage and troubleshoot problems.

State records retention procedures sufficient to direct records maintenance and retention.

Legal terminology, legal citation, business English, grammar and spelling sufficient to identify and correct errors in all documents.

The format of legal documents, legal citations, signature blocks, table of contents and table of authorities sufficient to create legal documents according to document type and court requirements, and to recognize the meaning and significance of legal documents and terminology.

Law Library, legal reference books and on-line Internet resources sufficient to locate research material and verify legal citations and quotations.

Judicial system and court proceedings sufficient to properly prepare and mail/deliver legal documents, and to schedule and arrange court proceedings.

General office practices and procedures sufficient to develop and improve good work habits, practices and procedures.

Skill in:

Typing/keying a required speed of 55 words per minute.

Ability to:

Train and mentor sufficient to guide the work of others in completing tasks and meeting deadlines.

Effectively communicate new information for use by others in performing their work assignments.

Transcribe dictation, legal and/or technical text, while meeting strict court deadlines and responding to heavy volume.

Utilize software programs and features for the production of legal and non-legal documents, presentations, charts, databases and/or spreadsheets sufficient to make edits or changes that improve the final work product and complete error-free documents in a timely manner.

Read and understand complex written and oral instructions with minimal guidance sufficient to complete work assignments.

Prioritize multiple projects and cases sufficient to manage progress on each and meet applicable deadlines.

Organize and schedule meetings, hearings and other legal proceedings.

Compose or draft simple affidavits, complaints, motions, deeds and other legal documents.

Deal effectively with a diverse clientele including staff attorneys, executives, client agencies, court personnel, opposing counsel, the public, and co-workers.

Est.: 02/75
Rev.: 03/84, 05/18/01

T.C.: 07/31/97
Former Title(s): Office and Administrative
Specialist Principal