



Title: Legal Secretary

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to perform specialized legal clerical and general clerical work to support the Legal Department specifically in the area of litigation. This is accomplished by composing, typing and processing legal documents, correspondence and reports; organizing and maintaining case files; case scheduling and calendaring and entering, tracking and recording department specific data. Other duties include submitting department payroll, maintaining department supplies and materials, and related administrative duties.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Prepares and processes a wide variety of complex legal documents including court pleadings, correspondence and forms, such as orders, motions, subpoenas, discovery, affidavits, briefs, jury instructions, opinions, and other litigation-related documents. Transcribes information from various sources. Proofreads, edits, formats and revises documents and researches and verifies legal references or citations for accuracy.	40%
2	S	Maintains attorney and assignment calendars. Schedules depositions, hearings, and other meetings. Reviews and updates calendaring system in order to update discovery timelines, adjust extensions and meet litigation deadlines. Assembles, maintains and organizes case files and records including scanning, identifying, indexing, and filing documents. Assists in developing clerical processing procedures.	40%
3	S	Manages department data by collecting, entering, tracking, and updating data into electronic database. Compiles information and data to prepare reports and utilizes applications to chart and display information for inclusion in reports.	10%
4	S	Coordinates travel plans, special events and meetings for staff. Prepares meeting materials. Receives and screens incoming calls, inquiries and requests for information and respond or forward to appropriate staff. Orders and maintains department supplies, and performs payroll and procurement activities for department.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six (6)-months/one (1) year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of experience performing a full range of legal secretarial duties in the area of litigation involving the preparation and filing of legal documents.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from



	experience and self-study.
Certification & Other Requirements	Legal secretarial certificate and/or paralegal certificate is preferred but not required. Typing certificate verifying minimum typing speed of 50 net words per minute.

KNOWLEDGE
<ul style="list-style-type: none"> • Purpose of a wide variety of legal forms and documents and related format and processing procedures. • Legal terminology, spelling and usage. • English grammar, punctuation, spelling and usage with an emphasis on composition of both general business and legal correspondence. • Basic procedures of the court system regarding processing of legal documents and filing deadlines relating to litigated matters. • Basic structure of the civil court system. • General clerical office practices and procedures. • Use of standard legal resources and references. • Record keeping and filing methods. • Methods and techniques of filing, tracking, recording, and presenting statistical data. • Practical application of computers and peripheral equipment. • Standard office machine usage. • General methods of tactful public communication.

SKILLS
<ul style="list-style-type: none"> • Intermediate word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.



ABILITIES

- Perform difficult, complex legal clerical work with minimal supervision and instruction.
- Independently and efficiently maintain litigation calendar, case records and files.
- Understand and apply oral and written rules, directions and instructions.
- Compose complex correspondence and legal documents from brief instructions and by extracting information from a variety of sources.
- Accurately transcribe information from various sources.
- Prioritize conflicting workload requirements.
- Handle all internal and external contacts with courtesy, diplomacy, and tact.
- Read and interpret District policies.
- Effectively present information and respond to questions from groups, managers, customers, and the general public.
- Work well with others.
- Deal with difficult people and situations.
- Communicate clearly and concisely orally and in writing.
- Learn District, departmental, and court operating policies, procedures, systems and methods.
- Organize information clearly and precisely.
- Extract statistics and written information from reports and transfer to other documents.
- Comprehend information technology system processes related to department and job.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Communicating with co-workers; observing work duties; observing work site
Sitting	C	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	F	Supplies; files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	R	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving
Hearing	F	Communicating via telephone/radio to co-workers/public
Talking	F	Communicating via telephone/radio to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		None noted.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer and associated hardware and software; recorder/dictation machine, multi-line telephones; copy machines and scanners.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.