LEGAL SECRETARY LEAD

DEFINITION

Under general supervision, oversees and participates in the complex work of staff responsible for providing legal secretarial and clerical support services; performs technical tasks relative to assigned areas of responsibility; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of legal secretarial experience; OR an equivalent combination of related education and experience.

SUPERVISION EXERCISED

Exercises lead technical supervision over lower level staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Lead, plan and review the work of staff responsible for providing legal secretarial and clerical support services.

Train assigned employees in work methods, techniques, use and operation of equipment.

Verify work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and procedures.

Perform legal secretarial and clerical work supporting the area of assignment; type and proofread a variety of reports, letters, memoranda, forms, pleadings, petitions, summonses, releases, affidavits, warrants, transcripts, briefs, motions, jury instructions, resolutions, ordinances, notices and contracts from rough draft, verbal instructions or transcribing machine recordings using various software applications; compose routine letters and reports as assigned.

Coordinate legal activities with judicial and penal systems, appropriate deputies and other interested parties.

Assist in the development of forms, worksheets and record keeping systems for the collection, dissemination and maintenance of appropriate information.

Prepare, verify and review forms and reports for completeness and conformance with established regulations, policies and procedures; complete a variety of forms.

Open and maintain case files; locate and copy files.

Maintain office law library; receive and process updated and new materials.

Arrange travel itineraries and accommodations; verify expenses; prepare vouchers for reimbursement checks.

Maintain accurate and detailed calendar of events, meetings, due dates and schedules as they relate to assigned areas; arrange and schedule a variety of meetings and court appearances; notify participants; confirm dates and times; reserve sites; prepare appropriate materials; attend meetings and hearings; take and prepare minutes.

Receive calls and visitors; respond to general complaints and requests for information from the public; interpret
basic services, policies, rules and regulations; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.

Establish and maintain a complete set of record keeping systems including logs, calendars, chronological records, forms and reports to ensure accuracy and easy retrieval of information; maintain and update confidential files.

Receive, open, review, sort, date stamp and distribute office mail; review correspondence directed to assigned staff; write responses as directed.

Prepare summaries and reports as assigned; perform routine research; assemble and categorize case materials for trial.

Participate in maintaining supply levels; order, store and issue supplies and materials pertinent to the functions of assigned operational unit.

Assemble packets of information and data-gathering materials for assigned area; duplicate, collate and distribute materials.

Operate office equipment including computers, printers, copiers, calculators and FAX machines.

Attend and participate in staff meetings and related activities; attend workshops, conferences and classes to increase professional knowledge.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Departmental policies and procedures.

Laws, rules, and regulations that apply to the assigned function.

Operations, services and activities of a legal secretarial program.

**Ability to:**
Plan, organize and review the work of legal secretarial staff.

Provide training to assigned staff.

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Legal terminology, the forms and documents used in legal secretarial and clerical work. Principles of lead technical supervision and training.

Legal procedures involved in processing and filing a variety of legal documents.
English usage, spelling, vocabulary, grammar and punctuation.

Techniques and methods of data collection, record keeping and report preparation.

Principles and techniques of business letter writing.

Principles and techniques used in dealing with the public.

Modern office procedures, methods, equipment and software.

Practices used in minute taking and preparation.

Basic mathematical principles.

Skill to:
Type and enter data at a speed necessary for successful job performance.

Operate modern office equipment including computer equipment.

Ability to:
Complete and maintain accurate records.

Write clear and concise reports and correspondence.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions.

Maintain confidentiality of sensitive information and data.

Use independent judgment, initiative and problem solving skills in the application and follow through on decisions.

Work cooperatively with other departments, County officials and outside agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Use personal computers and software applications.

SPECIAL REQUIREMENTS: (Essential duties require the following physical skills and work environment.)

Typing test may be required at time of interview. Ability to work in a standard office environment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.