

LEGAL SECRETARY 1
LEGAL SECRETARY 2

DEFINITION

To perform a wide variety of legal secretarial work; to perform a variety of technical and specialized office and team support duties; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Legal Secretary 1: This is the entry-level class in the Legal Secretary series. This class is distinguished from the Legal Secretary 2 by the performance of the more routine tasks and duties assigned to positions within the series including typing legal documents and maintaining files. Since the class is typically used as a training class, employees may have only limited directly related work experience.

Legal Secretary 2: This is the full journey level class within the Legal Secretary series. Employees within this class are distinguished from the class of Legal Secretary 1 by the performance of the full range of duties as assigned including difficult and complex legal secretarial work requiring a thorough and specialized knowledge of legal terms and formats, and department and court procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory personnel.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

Performs legal secretarial, office and team support duties.

Prepares and types legal documents including motions, orders, affidavits, complaints, pleadings, subpoenas, indictments, and disposition forms.

Processes documents in accordance with court procedures.

Initiates, distributes, maintains, and closes case files and corresponding computer systems; maintains card on all active files.

EXAMPLES OF DUTIES: (con't)

Composes or types from dictation, letters and correspondence.

Schedules hearings and court appearances and notifies the courts and appropriate parties.

Gathers appropriate documents and coordinates witness appearances in preparation for hearings or trials.

Maintains logs; maintains statistics and prepares reports.

Provides information to attorneys, police agencies, other government agencies, and the general public.

Retrieves information from computer including record checks.

Prepares trial schedules for District, Circuit, and Juvenile Court.

Provides support for the extradition of fugitives.

Prepares wage assignments and other related documents for family law.

MINIMUM QUALIFICATIONS

Legal Secretary 1 and 2

Knowledge of:

Legal terminology and formats.

Court processes and procedures.

Elements of correct English usage, spelling, grammar, punctuation, and vocabulary.

Modern office procedures, methods, and computer equipment.

Receptionist and telephone techniques.

Modern filing systems and practices.

Basic practices of statistical record keeping.

Lane County
Legal Secretary 1/Legal Secretary 2 (Continued)

Ability to:

Perform a wide variety of responsible legal secretarial, clerical, typing, and office support functions.

Learn and apply specific rules, policies and procedures of the department.

Operate a variety of standard office equipment and computer terminal.

Prepare correspondence and reports from general instructions or marginal notes.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Type at a net speed of 50 words per minute from clear copy.

Effectively plan and prioritize work.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial science, legal terminology and practices, office management or a related field is desirable.

Experience:

One year of general clerical and office assistance experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Legal Secretary 2

In addition to the qualifications for Legal Secretary 1:

Ability to:

Perform difficult and complex legal secretarial, office, and team support duties.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial science, legal terminology and practices, office management or a related field is desirable.

Experience:

Two years of responsible legal secretary experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Memo requesting de minimis changes approved by County Administrator 06/19/08.