

COUNTY COUNSEL LEGAL SECRETARY

CLASS SUMMARY:

This is the journey level class within the County Counsel Legal Secretary series. Under general supervision, incumbents perform a variety of difficult and complex secretarial work and technical specialized office and team support duties for County Counsel, 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, are fully aware of the operating procedures, and perform related duties as assigned.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Performs legal secretarial, office and team support duties.
2. Prepares and types legal documents including motions, orders, affidavits, complaints, pleadings, subpoenas, indictments, and disposition forms.
3. Processes documents in accordance with court procedures.
4. Initiates, distributes, maintains, and closes case files and corresponding computer systems; maintains card on all active files.
5. Composes or types from dictation, letters and correspondence.
6. Schedules hearings and court appearances and notifies the courts and appropriate parties.
7. Gathers appropriate documents and coordinates witness appearances in preparation for hearings or trials.
8. Maintains logs; maintains statistics and prepares reports.
9. Provides information to attorneys, police agencies, other government agencies, and the general public.
10. Retrieves information from computer, including record checks.
11. Prepares and types legal documents including jury instructions, motions for summary judgment, appellate briefs, contracts, and board ordinances and orders.
12. Enters and maintains data in the claims management system.
13. Prepares records of land use hearings.
14. Assists claims investigator with clerical support.

Training and Experience (positions in this class typically require):

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. Two years of responsible legal secretary experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of (position requirements at entry):

- 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.
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Skills in (position requirements at entry):

- Performing a wide variety of responsible legal secretarial, clerical, typing, and office support functions.
- Learning and applying specific rules, policies and procedures of the department.
- Operating a variety of standard office equipment and computer terminal.
- Preparing correspondence and reports from general instructions or marginal notes.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Typing at a net speed of 50 words per minute from clear copy.
- Effectively planning and prioritizing work.
- Performing difficult and complex legal secretarial, office, and team support duties.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Prepared by Lane County Human Resources (CT) Date: (08/14/07) (Previous reference: Legal Secretary)

Classification and grade (Job Code N7021) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.

FLSA Status: Non-Exempt