

SENIOR LEGAL SECRETARY

Code No.: 910189
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior-level legal secretarial position involving responsibility for the drafting, preparing, and typing of legal papers and correspondence in a legal office. This class differs from that of Legal Secretary by virtue of the employee's responsibility for the supervision of office clerical activities, the coordination of interdepartmental procedures which involve the legal office and for serving as a notary public and process server. Work is performed under the general supervision of the administrative head of the legal department. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares and drafts legal papers such as contracts, complaints, summons, motions, petitions, judgments, satisfactions, releases, record on appeal, orders, claims, etc.;

Supervises the clerical activities of a legal office;

Types general and legal correspondence, forms and documents;

Drafts responses to correspondence within the limits of well-defined policies and procedures;

Drafts interdepartmental memoranda on policies and procedures to be followed when work is to be processed by the legal office which originates in another department;

Records and files legal papers and documents with the County Clerk and court clerk offices;

Files and/or supervises filing of office records;

Maintains a specialized law library and recommends purchase of new law books and supplements to existing volumes;

Maintains an inventory of office supplies and prepares requisitions or purchase orders when necessary;

Acts as a receptionist, schedules appointments, and makes arrangements for business trips for counsel;

Maintains records of case status including disposition of orders and motions;

Serves as a notary public and process server;

May operate word processing equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of legal office terminology, practices and procedures; thorough knowledge of legal papers and format of legal correspondence; good knowledge of the local court system and the requirements for submission of material to the court; interpersonal relationship skills; ability to type from Dictaphone recording; ability to draft and prepare legal forms and correspondence independently or at the direction and under the supervision of an attorney; ability to

plan and supervise the work of others; ability to deal effectively with elected officials, administrators, contractors, clients, attorneys, and the general public; ability to follow oral and written directions; decision-making ability; tact; courtesy; discretion; initiative; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent secretarial, clerical, legal assistant, or paralegal* experience, OR,
- (B) Successful completion of at least sixty (60) credit hours from a college or university, plus one (1) year paid full-time or its part-time equivalent experience described in (A); OR,
- (C) Satisfactory completion of a regionally accredited paralegal training and instructional program and possession of a certificate of completion, plus one (1) year paid full-time or its part-time equivalent experience described in (A); OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*Paralegal experience can include cooperative education (co-op) or internship experience (paid or unpaid).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: August 30, 1979

REVISED: November 10, 1983

REVISED: December 14, 2023