

LEGAL SECRETARY III

Code No. 4-05-134
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level legal secretarial position responsible for performing secretarial work and routine legal clerical tasks designed to assist attorneys. The work is performed in accordance with well established procedures and policies with detailed instructions given for new or more complex assignments. Duties involve operating a variety of office equipment utilized for typing confidential legal documents including, but not limited to, an electronic work station and transcription equipment. This position differs from Legal Secretary II by virtue of typing documents but not independently preparing them, and the performance of less complex work that is more closely supervised and requires less independent judgment. The employee reports directly to, and works under the general supervision of an attorney, administrator, Legal Secretary I or other higher-level staff member. 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.)

Types legal papers such as contracts, complaints, summonses, motions, petitions, judgments, orders, claims, leases, etc.;

Types letters, correspondence, referrals, resolutions and legislation;

Operates a variety of office equipment in typing correspondence and legal documents;

Proofreads typewritten materials for spelling, grammar and punctuation;

Maintains confidential, litigation, and general office files;

Maintains confidential client history and case control cards;

Responds in person and via telephone to routine inquiries;

Acts as receptionist for attorney, greets visitors, and schedules appointments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of legal office terminology, practices, and procedures; good knowledge of legal terminology, legal papers, and format of legal correspondence; good knowledge of English grammar and usage; organizational ability; ability to operate a computer and transcription equipment at a satisfactory rate of speed; ability to utilize word processing, database and spreadsheet software; ability to respond accurately to routine inquiries; ability to type legal forms and correspondence; ability to proofread written material for spelling, grammar and punctuation; ability to deal effectively with elected officials, administrators, contractors, clients, attorneys and the general public; ability to communicate orally and in writing; ability to follow oral and written directions; good judgment; physical condition commensurate with the demands of the position.

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

- (A) One (1) year paid full-time or its part-time equivalent secretarial, clerical, legal assistant, or paralegal* experience; OR,
- (B) Successful completion of at least thirty (30) credit hours from a college or university; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B), 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 REQUIREMENT: 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 31, 1989

REVISED: May 9, 1996

REVISED: May 9, 2013

REVISED: August 28, 2013

REVISED: October 5, 2017

REVISED: December 14, 2023