

LEGAL SECRETARY II

Code No.: 4-05-119
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a legal secretarial position responsible for the performance of difficult secretarial work and routine legal clerical tasks designed to assist attorneys. The work is performed in accordance with general instructions regarding objectives, policies and procedures and is usually submitted in its final form. Duties involve operating a variety of office equipment utilized for the preparation and typing of confidential legal documents including, but not limited to, an electronic work station and transcription equipment. 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.)

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

Prepares and drafts correspondence, referrals, resolutions and legislation;

Prepares and types general and legal correspondence, briefs, memoranda of law, statements, reports, forms and various other legal documents;

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

Proofreads typewritten materials for sense, and consistency as well as for spelling, grammar and punctuation;

Maintains confidential, litigation and general office files;

Responds in person or by mail or telephone to routine inquiries;

Schedules meetings, hearings, court dates, etc. for attorneys and maintains appointment calendar;

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

FULL PERFORMANCE KNOWLEDGES, 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 word processing, data entry, and electronic transcription equipment at a satisfactory rate of speed; ability to utilize word processing database and spreadsheet programs; ability to compose correspondence; ability to prepare legal forms and correspondence independently or at the direction and under the supervision of an administrator, attorney or clerical supervisor; ability to proofread written material; ability to operate data entry equipment; ability to deal effectively with elected officials, administrators, contractors, clients, attorneys, and the general public; 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) Two (2) 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; OR,
- (C) Satisfactory completion of a regionally accredited paralegal training and instructional program and possession of a certificate of completion; 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: February 19, 1987

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