

## LEGAL SECRETARY I

GENERAL STATEMENT OF DUTIES: Performs secretarial work involving the taking and transcription of complex shorthand dictation; prepares legal forms and documents; composes letters and reports requiring knowledge of departmental policies and functions; maintains departmental records; does related work as required.

SUPERVISION RECEIVED: Works under supervision of the Chief Legal Secretary who assigns tasks and checks work methods and review of reports and correspondence.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this class.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Receives callers and answers telephone; makes appointments for superiors; applies knowledge of departmental regulations and procedures in answering public inquiries; obtains information from callers for entry in departmental records.
2. Assists public in completing a variety of forms and applications; prepares periodic reports of departmental activities from files and records; maintains departmental records, indexes, files and registers; composes correspondence and prepares legal forms for signature of officials, applying a knowledge of established departmental procedures and functions.
3. Takes and transcribes shorthand dictation, often involving knowledge of technical and legal terminology; may transcribe from dictaphone; attends hearings or meetings to record official action and significant parts of discussion; prepares minutes for official record; uses judgement in setting up reports and documents in appropriate form.
4. Prepares petitions, complaints, informations, warrants, subpoenas, indictments, motions, demurrers, judgement orders, leases, contracts, waivers, jury instructions and other materials of an important or confidential nature from

dictation, general instruction or personal knowledge as directed; maintains legal library materials.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of business English and composition, spelling, punctuation and arithmetic; considerable knowledge of general office practices; skill in taking and transcribing difficult shorthand dictation; skill in typing; ability to make decisions independently in accordance with established policies and to use initiative and judgement in carrying out tasks and responsibilities with only general instructions and guidance and to perform recurring duties without specific direction and to complete new tasks with minimal supervision; ability to use tact and judgement in dealing with the public and to work harmoniously with other employees.

EXPERIENCE AND TRAINING: Two years of experience in office and secretarial work; graduation from a senior high school including or supplemented by secretarial training courses in shorthand and typing; or any satisfactory equivalent combination of experience and training.

OPTIONAL REQUIREMENT: Ability to take and transcribe oral dictation rapidly with high accuracy if required.