

## LEGAL SECRETARY II

GENERAL STATEMENT OF DUTIES: Works with considerable independence in performing legal secretarial work of a complex nature; does related work as required.

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

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may be expected to assist in training new personnel.

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. Prepares pleadings such as: arraignments, pleas, motions, orders, judgement orders, waiver of grand jury, orders binding over to grand jury, etc.
2. Takes oral dictation and transcribes from tapes from District Attorney, Deputy District Attorneys and Law Clerks of correspondence, research, memorandums, opinions, etc.
3. Arranges the issuance of subpoenas; coordinates witnesses for trial.
4. Obtains reports from police agencies and other departments such as breathalyzer tests, exemplified copies of convictions, etc.
5. Prepares search warrants as required.
6. Initiates and sets up new files for criminal and non-support cases.
7. Assists in taking statements from victims, defendants and witnesses.
8. Interviews non-support complainants and initiates necessary paperwork to open new files and do the necessary legal paper work to enforce support orders.

9. Confers with attorneys and witnesses as well as the courts regarding trial dates.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of business English and composition, spelling punctuation and arithmetic; considerable knowledge of legal terms and phrases; considerable knowledge of general office practices; considerable knowledge of procedure and policies of District Attorney's Office and relationship of department with the Courts, Attorneys and general public; 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: Three years of experience in office and secretarial work, two years of which must have been at the level of Legal Secretary I in a public or private law office; 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.