



LEGAL SECRETARY CONFIDENTIAL

Office: Multiple
Status: Non-Exempt – Confidential
Grade: 36C

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor
Supervises: None

DEFINITION

The Legal Secretary Confidential (LSC) performs complex and specialized legal secretarial duties related to the specific work and function of the office to which this position is assigned. Provides administrative, clerical and secretarial support to the staff members and to the office to which she/he is assigned. The LSC assists in the formulation, determination and effectuation of management policies in the administration of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.

MAJOR DUTIES & RESPONSIBILITIES

1. The LSC types and assembles, in final form, legal pleadings for filing in all state, federal or State Bar courts from dictation or draft notes, insuring that litigation deadlines are met. Interprets local court rule for requisite format and number of duplications of pleadings. Check legal citations, oversees the production of legal documents and distributes documents to the appropriate court and in-house personnel.
2. The LSC types, proofreads and assembles other legal documents, including but not limited to, pleadings, contracts, legal memoranda, letter opinions, proposals and/or other documents unique to the department, Office or unit to which assigned.
3. The LSC may perform, as directed, such research tasks as Sheppardizing cases, checking accuracy of case citations, checking status and reporting on legislation affecting the State Bar and utilizing the Legislative Index and Daily and Weekly Histories.
4. The LSC hand drafts notes, and local instructions, produces a variety of correspondence, reports, memoranda, and other documents unique to the department, Office or unit to which the position is assigned.
5. The LSC assumes responsibility for secretarial assistance, including, but not limited to, reviewing and routing incoming correspondence, law journals, advance sheets and other legal materials, calendaring court appearances, making appointments, creating and maintaining legal files and indices, screening and routing telephone calls, receiving and directing visitors, making reservations for meetings, travel and lodging.

LEGAL SECRETARY CONFIDENTIAL

Page 2

6. The LSC assists the staff member(s) to whom assigned in the preparation for committee or other meetings, including, but not limited to, the preparation and distribution of notices, agendas and materials, and minutes of committee action.
7. The LSC may guide the work of other secretaries and support staff. Such direction occurs primarily when functioning as the lead secretary in the production of an extensive report or pleading.
8. The LSC assists in the formulation, determination and effectuation of management policies in the administration of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.
9. The LSC may perform other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Principles of effective writing and verbal presentation.
2. Computer information systems, including personal computer applications and word processing.
3. Centralized information and data recordkeeping systems.
4. Principles of complex and specialized legal secretarial support, relating to the legal specialization or activity of the Office assigned.
5. Transcription and accomplished legal writing skills.
6. Demonstrated experience of independent judgment and initiative.
7. The basic rules of vocabulary, grammar, spelling and punctuation, as specified in Webster's New Collegiate Dictionary.
8. Business math for completing nontechnical calculations such as addition, subtraction, multiplication and devise.
9. Principles of library and legal research.

ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communications.
2. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
3. Communicate by telephone.
4. Review and analyze complex written documents.
5. Make fine visual discretion upon proofreading written documents and viewing information on a computer screen.
6. Communicate clearly and effectively in person and in writing.
7. Take transcription manually or via transcription equipment.
8. Endure long periods of sitting.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent and
2. Minimum two (2) years post-secondary education or equivalent and either

LEGAL SECRETARY CONFIDENTIAL

Page 3

3. Minimum one (1) year legal secretarial experience or
4. Minimum two (2) years secretarial experience, at least one (1) year of which has been in a legal environment.

5. Successful completion of the State Bar validated standard tests for the position.
6. Accomplished computer keyboarding skills.

Revised November 2012