

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** LEGAL SECRETARY **GRADE:** 8

**TITLE ABBREVIATION:** LEGAL SECRETARY **TITLE NO.:** 6435

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT:** LAW/DISTRICT ATTORNEY **DIVISION:** \_\_\_\_\_

**SUPERVISOR'S TITLE:** ASSISTANT COUNTY ATTORNEY/ASSISTANT DISTRICT ATTORNEY

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing secretarial and administrative assistant tasks involving specialized legal terminology in Municipal Law or Criminal Law. Employees in this class use a dictation machine to transcribe dictation for the preparation of legal briefs and instruments, utilizing general understanding of specific laws, rules, procedures and policies. Routine administrative tasks are independently performed in order to relieve attorneys of detail. Work is usually performed under the general supervision of an Assistant Attorney with leeway to exercise independent judgment in matters concerning standard procedures and functions of the unit. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Acts as secretary to an attorney(s) where assignments call for the use of judgment and experience;

Transcribes, utilizing a dictation machine, dictation of legal briefs, petitions, memoranda, motions, orders, affidavits, affirmations and other legal material;

Types from rough draft, transcription machine and/or brief oral instructions various legal forms and documents including but not limited to: deeds, affidavits, liens, summary sheets, options of purchase, mortgages, bonds, notices, subpoenas, warrants, indictments, notices of petitions and search warrants;

Composes and types routine correspondence independently applying a knowledge of departmental operations, procedures and regulatory requirements;

Proofreads legal documents checking citations in original references for accuracy and completeness;

Opens, maintains and closes legal files, correspondence and operating files for the department/office;

Prepares certain standardizing legal documents such as subpoenas and affidavits of service;

Furnishes routine information either in person, or via telephone;

Receives callers in person or over the telephone, ascertains their business and directs accordingly;

Types, processes, indexes, sorts, records and files a variety of control records and reports;

Operates word-processor, office copying, computers and other office machines;

May assign work, reviews and records work done and instructs new employees in the specialized clerical work;

May perform research activities and compile necessary information and documentation, such as, deeds, titles, mortgages, efforts of contact, arrest sheets, OSCJ report and various control logs;

May maintain case dockets and calendars;

May maintain, prepare and type payrolls, and prepare monthly billing reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of law office methods, legal forms and legal terminology; good knowledge of office terminology, procedures and equipment; good knowledge of English; ingenuity and resourcefulness in handling routine administrative problems; ability to carry out complex oral and written directions; ability to assess people and situations and adopt an effective course of action; keyboard proficiency; initiative; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS** - Either:

- (A) Completion of 60 credit hours; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and one (1) year of office or clerical experience; OR
- (C) Completion of a course as a paralegal; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Computer literacy will be evaluated during the probationary period.

**NOTE:**

Your credits 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 credits were 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.