

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR LEGAL SECRETARY **GRADE:** 10
TITLE ABBREVIATION: SR LEGAL SEC **TITLE NO.:** 6633
JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE
DEPARTMENT: LAW/DISTRICT ATTORNEY

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

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing complex legal secretarial and administrative assistant tasks involving specialized legal terminology within the Law Department or District Attorney's Office. Employees in this class are responsible for the preparation of legal documents and correspondence, utilizing advanced understanding of specific laws, rules, procedures and policies. 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. This class differs from Legal Secretary by virtue of a higher level of knowledge and experience required to fulfill responsibilities. Direct supervision may be exercised over subordinate clerical personnel. 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;

Assembles and completes independently or from 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, voluntary disclosure forms, orders of protection, appellate briefs, memorandums of law, notices of petitions and search warrants;

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

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

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

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

Prepares complex, formal legal documents for attorneys' use;

Arranges for service of legal papers;

Coordinates meetings, hearings, arbitrations, EBTs, etc.

Answers telephone calls, takes messages and responds to request for routine information, which may include freedom of information requests, in accordance with departmental procedures;

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

Operates computer systems and applications such as spreadsheets, word processing, calendar, e-mail or other database software in performing work assignments;

Assigns work, reviews and records work done and instructs new employees in the specialized clerical work of the department;

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

Revises and maintains assigned attorneys' calendars and diaries;

Prepares attorneys' monthly billing statements on billable litigation matters;

Prepares and maintains spreadsheets on meal and mileage reimbursement;

Handles specific responsibilities related to bankruptcies, contracts, property foreclosures, legislative requests, felony case processing, local court case processing, and appeals;

Handles electronic case filing with state and/or federal courts;

May serve as notary and notarize or serve as a witness in the notarizing of legal documents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of law office methods, legal forms and legal terminology; thorough knowledge of Federal, State and local rules and procedures for preparing and filing legal documents; good knowledge of English; ingenuity and resourcefulness in handling routine administrative problems; ability to meet established deadlines; ability to carry out complex oral and written directions; ability to assess people and situations and adopt an effective course of action; keyboarding proficiency; initiative; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS - Either:

- a) Completion of 60 college credit hours and (1) one year of clerical experience in a law office or (2) two years of clerical experience; OR
- b) Completion of a course as a paralegal and two (2) years of clerical experience in a law office or (3) years of clerical experience; OR
- c) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience in a law office or (4) years of clerical experience; OR
- d) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

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 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.