

LANCASTER COUNTY
LEGAL SECRETARY I

NATURE OF WORK

This is responsible legal secretarial and clerical work of routine difficulty.

Work involves responsibility for performing legal clerical and secretarial work that requires previous knowledge of general legal terminology and legal forms and documents. Work also involves preparing legal documents following accepted formats and construction, performing reception duties, distributing mail and maintaining file systems. General supervision is provided by an attorney or administrative superior, with work reviewed in the form of accuracy, timeliness of work and compliance with departmental policies.

EXAMPLES OF WORK PERFORMED

Transcribe/types correspondence, memoranda, legal pleadings, briefs and other written material per paralegal or attorney direction; create, arrange and distribute new client files.

File legal documents and correspondence; locate and retrieve requested material and information from files; assign new cases to appropriate personnel; prepare court lists.

Arrange client appointments and court events with support staff and attorneys.

Receive telephone calls, determine nature of calls, and forward to appropriate party or provide general information per office policy; greet visitors and direct to appropriate court room or individual; distribute incoming mail; photocopy, fax and receive/disburse faxes; inventory, order and stock office supplies.

Enter, update and retrieve information from a computer; maintain computer word processing, calendar and database files.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of modern law office practices, methods, and procedures.

Knowledge of legal terminology, spelling, punctuation and grammar, as well as various forms, documents and pleadings.

Some knowledge of the scope of the various courts and their respective rules.

Ability to maintain routine legal records and files including computer word processing and database files.

Ability to prepare routine legal forms and documents.

Ability to establish and maintain effective working relationships with co-workers, attorneys, and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent, supplemented by business college courses in typing, legal office procedures and terminology; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

Revised 11/97

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