

LANCASTER COUNTY LEGAL SECRETARY III

NATURE OF WORK

This is highly responsible legal secretarial and clerical work of considerable difficulty.

Work involves performing a wide variety of complex legal clerical and secretarial work including composing legal correspondence, preparing reports, scheduling appointments receiving and responding to complaints, explaining legal procedures and proceedings to clients, and maintaining complex records. An employee in this position has considerable independence of action in the disposition of routine work matters. Assignments are received in the form of generalized instructions with work being reviewed by an attorney or administrative superior in the form of reports, conferences, and results achieved. Supervision may be exercised over subordinate clerical staff.

EXAMPLES OF WORK PERFORMED

Transcribe/types correspondence, memoranda, legal pleadings, briefs and other written material; verify documents and reports for completeness and accuracy; update court schedules; enter data from legal files and client records into computer database.

Research legal descriptions and routine correspondence and prepare summary for paralegal and/or attorney review; explain and answer questions from clients and the general public concerning general legal procedures and proceedings; respond to complaints; coordinate attorney schedules; notify department head of deadlines and scheduled obligations.

Establish and maintain a complete filing and records system including varied data of a legal and non-legal nature; complete special projects as assigned by superior.

Review incoming correspondence and assign staff to formulate appropriate response; may plan, assign and review the work of subordinate clerical employees.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of modern law office practices, methods and procedures.

Thorough knowledge of maintaining complex legal records and of preparing reports from statistical and accounting sources.

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

Knowledge of the scope of the various courts and their respective rules.

Ability to efficiently prioritize work assignments and complete assignments within the designated time deadlines.

Ability to plan, supervise and evaluate the work of subordinate staff.

Ability to conduct legal research and synthesize resultant information. Ability to structure and maintain complex legal and clerical records and files including computer word processing, calendar and database files.

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 a high school or equivalent, supplemented by business college coursework in typing, legal office procedures and terminology; and four years of experience in performing clerical and secretarial duties as principle secretary for a practicing attorney or in a related legal office capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

Revised: 11/97

PS0743