

LANCASTER COUNTY LEGAL SECRETARY II

NATURE OF WORK

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

Work involves responsibility for performing complex legal clerical and secretarial work which requires previous knowledge of legal terminology and an ability to prepare legal documents following accepted formats and construction. Work involves the ability to interview witnesses and to gather needed information for paralegal or attorney, schedule required client appointments, subpoena witnesses as directed and conduct research on previous litigation for paralegal or attorney review. Due to the need for advanced knowledge of established rules, regulations, methods and procedures, an employee in this class may exercise independent judgment in the performance of their duties. General supervision is provided by an attorney or administrative superior with work reviewed in the form of accuracy, compliance with departmental policies and results achieved. This class is distinguished from lower classes by reason of the complexity of assignments.

EXAMPLES OF WORK PERFORMED

Transcribe/type correspondence, memoranda, legal proceedings, briefs, petitions, complaints and other written material per paralegal or attorney direction; verify documents and reports for completeness and accuracy; prepare jury list; organize and type budgetary reports and annual budget documents.

Update, enter and retrieve information from a computer terminal; maintain computer wordprocessing, calendar and database files; manage file tracking system.

File legal documents and correspondence; locate and retrieve requested materials and information from files.

Interview witnesses for possible court action; schedule required client appointments; subpoena witnesses as directed; maintain client confidentiality through adherence to departmental policies and procedures.

Research legal descriptions and collect information concerning civil litigation for review of paralegal or attorney; determine type of hearing necessary and schedule with appropriate personnel; coordinate attorney schedules with hearing dates and court calendar.

Receive telephone calls, determine nature of calls and forward to appropriate party or provide information according to office policy; answer questions from clients and general public concerning legal processes and case proceedings; receive, document and follow-up on mail requests/inquiries; inventory, order and stock office supplies.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

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

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

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

Ability to conduct legal research and synthesize resultant information.

Ability to create, prepare and maintain complex legal records and files including computer wordprocessing, calendar and database files.

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

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent, supplemented by business college courses in typing, legal office procedures and terminology; and experience performing legal clerical and secretarial duties for a practicing attorney or in a related legal office capacity.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent, supplemented by business college courses in typing, legal office procedures and terminology; and experience in performing clerical and secretarial duties for a practicing attorney or in a related legal office capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____
Personnel Director

Revised 11/97

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