

LEGAL SECRETARY

Job Code	Pay Grade
11150	CL12

Nature of Work

This is responsible advanced legal secretarial work. Employees in this class deal with subjects primarily legal in nature and must be familiar with legal terminology. Duties include a wide variety of clerical tasks which require the application of independent judgment and knowledge of laws, regulations, policies and procedures. Duties include the receipt and disposition of office calls, visitors and mail and may include the accurate recording and transcription of oral dictation utilizing stenography and/or tape recording equipment.

Minimum Qualification Requirements

- 3 years of legal secretarial experience; or
- Associate's degree or 2 years of college in a related field and 1 year of legal secretarial experience; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Ability to type at 55 words per minute.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Keeps appointment calendars, schedules appointments and legal hearings and advises supervisors of important meetings and hearings.
- Prepares legal instruments such as pleadings, ordinances, legal briefs, agreements, legislations, subpoenas, deeds, resolutions and related documents.
- Sets up files, files letters, legal pleadings and related materials and assembles information for supervisor's use.
- Receives and screens callers, gives information on office operations and refers callers to other employees, officials or departments as warranted.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of local, state and federal court procedures and policies.
- Knowledge of business English, spelling, punctuation, arithmetic, legal terminology and legal instruments and formats.
- Knowledge of file systems, office procedures and equipment and automated information systems equipment, functions and capabilities.
- Skill in typing and the operation of word processing equipment.
- Ability to apply computer applications and software.
- Ability to prepare routine legal documents and compose correspondence.
- Ability to deal with the public in an effective and courteous manner and establish and maintain effective working relationships with supervisors, other organizations and the general public.

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Revised	EEOC Code	Overtime Code
12/07	Administrative Support	Classified