

Department: District Attorney
Classification: Competitive
Grade: 5 M/C

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LEGAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County District Attorney's Office and involves responsibility for the performance of secretarial and clerical tasks and preparation of legal instruments involving the extensive use of legal terminology, and requires a general understanding of specific laws, rules, and policies. The work is performed under the general supervision of the Assistant District Attorneys with leeway allowed for the use of independent judgment in the application of standard office methods and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares a variety of legal instruments, including court orders, affidavits, bills of particulars, notice of motion, and subpoenas;
Types a variety of legal documents, briefs, and correspondence;
Schedules Grand Jury proceedings, develops a day calendar, and notifies parties concerned, including witnesses, attorneys, court staff, defendants, etc.;
Maintains records on, and tracks status of, court cases and disposition/sentence imposed;
Takes telephone calls from jurors who want to be excused and maintains up-to-date list of excused jurors to ensure adequate numbers;
Schedules appointments for attorneys;
Answers phones and provides routine information on procedures and cases;
Forwards copies of legal instruments to interested parties as needed;
Sorts, indexes, and files a variety of legal documents;
Notifies all interested parties involved when a case is adjourned;
Confers with department staff, process servers, law enforcement personnel, the courts, defendants, and respondents on matters concerning office activities;
Prints a variety of reports from computer files.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of law office methods and procedures and legal terminology;
Good knowledge of business English;
Working knowledge of the general legal processes and terminology related to family court;
Ability to prepare legal instruments used in support of department legal actions;

Ability to type at an acceptable rate of speed;
Ability to operate a personal computer;

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Ability to maintain legal records, files, and logs;
Ability to understand and carry out complex oral and written instructions;
Ability to establish and maintain effective working relationships with others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college with an associate's degree in Secretarial Science or related field, which included at least six semester credit hours in legal secretarial study; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience in a law office, which involved typing; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Adopted 01/09/01