

SECRETARY I / II

DEFINITION

Under general supervision, positions in this job class series perform receptionist and specialized legal secretarial work providing judicial and/or management support; may act as a relief Courtroom Clerk; and performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

Secretary I: This entry level class is characterized by responsibility for a variety of routine and legal clerical work which is often repetitive and requires minimal supervision. The range of duties may include performing work in multiple, unrelated areas of law for judicial officers and/or management.

Secretary II: This journey level class is characterized by responsibility for a wide variety of complex legal secretarial tasks requiring independent judgment and discretion. The range of duties will continue to involve performing work in multiple, unrelated areas of law for judicial officers and/or management, and may include acting as a relief Courtroom Clerk. This position may be required to provide lead direction to employees in the Secretary I job class.

TYPICAL TASKS

- maintains calendars, schedules meetings and conferences, and makes travel arrangements;
- reviews documents submitted to the Court to ensure completeness, accuracy and compliance with legal and procedural requirements;
- prepares, types, proofreads and/or processes a wide variety of complex legal documents, including Court pleading and correspondence, such as opinions, proceedings, rules of Court, contracts, orders, motions, search warrants, subpoenas, commitments, decisions, affidavits, jury instructions and other documents;
- receives and screens visitors and callers; explains procedures; provides information and/or refers to other appropriate staff;
- reviews and processes mail;
- independently composes responses to routine correspondence and prepares draft responses to more complex correspondence for review by judicial officers and/or management;
- serves as a relief Courtroom Clerk;
- performs a variety of clerical duties including the operation of a personal computer and related software programs;
- transcribes oral dictation and tapes;
- maintains and updates files;

- copies and assembles reports, documents, and other paperwork;
- prepares agendas and minutes for various committees and meetings;
- assists in the coordination of mediations and settlement conferences;
- schedules and/or coordinates assignment of visiting and pro tem judicial officers;
- performs basic legal research;
- collects, compiles, verifies and presents data for statistical studies and reports;
- orders supplies and prepares work requests;
- may maintain law library updates and files.

EMPLOYMENT STANDARDS

Knowledge of:

- legal terminology;
- laws, codes, rules of Court, phraseology and documents;
- legal procedures and practices involved in composing, processing, completing and filing legal documents;
- letter, report and meeting minute writing;
- principles of effective customer service;
- rules of English grammar, spelling and punctuation;
- the goals and functions of the judicial system at the local and state level;
- clerical, financial and legal record keeping practices;
- modern office practices, procedures, equipment, and computer applications including Microsoft Word, Excel and e-mail systems.

Ability to:

- communicate effectively, both orally and in writing;
- independently exercise good judgment in performing assigned duties;
- perform multiple activities and assignments, often simultaneously, which require attention to detail and accuracy;
- work effectively while under pressure and time constraints, utilizing professional and legal standards;
- handle routine questions, problems and tasks with minimal direction;
- understand and explain legal concepts and procedures;
- provide public with procedural information and direct to appropriate locations for assistance;
- prepare routine legal documents and forms without assistance or advice;
- read, interpret and apply laws, policies, rules and directions with good judgment in a variety of situations;
- work independently and follow instructions;
- prepare clear, concise and accurate reports and records;
- set up and maintain confidential files and records;
- keyboard at a corrected rate of 50 wpm;
- take dictation or notes and transcribe accurately;

- operate a variety of office equipment;
- establish and maintain cooperative working relationships with others;
- make arithmetical calculations quickly and accurately.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Communicate effectively with the public and Court staff. Dexterity and coordination to handle files and single pieces of paper. Moves objects weighing up to 25 lbs., such as files, stacks of papers, reference and other materials. Personal mobility to work in various office locations. Remain in a stationary position for prolonged periods of time.

EXPERIENCE/EDUCATION

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required abilities would be:

Secretary I: Two (2) years of responsible legal secretarial, office and administrative support work.

Secretary II: Three (3) years of responsible legal secretarial, office and administrative support work.

DESIRABLE QUALIFICATIONS

- Special training and education, or prior employment, in the legal secretarial field.
- Proven shorthand or speedwriting skills and ability to take dictation.
- Experience with presentations (preferably Power Point) and shared calendars (preferably Outlook).

OTHER CONDITIONS OF EMPLOYMENT

- This position may require a valid driver's license.