



LANE COUNTY
A014
A015
Revised 03/17/99
Updated 05/24/04
Updated 06/19/08

LEGAL SECRETARY 1 LEGAL SECRETARY 2

CLASS SUMMARY: To perform a wide variety of legal secretarial work; to perform a variety of technical and specialized office and team support duties; and to perform related duties as assigned.

CLASS CHARACTERISTICS:

Legal Secretary 1: This is the entry-level class in the Legal Secretary series. This class is distinguished from the Legal Secretary 2 by the performance of the more routine tasks and duties assigned to positions within the series including typing legal documents and maintaining files. Since the class is typically used as a training class, employees may have only limited directly related work experience.

Legal Secretary 2: This is the full journey level class within the Legal Secretary series. Employees within this class are distinguished from the class of Legal Secretary 1 by the performance of the full range of duties as assigned including difficult and complex legal secretarial work requiring a thorough and specialized knowledge of legal terms and formats, and department and court procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures.

SUPERVISION RECEIVED: Receives general supervision from assigned supervisory personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

- | | |
|----|---|
| 1. | Performs legal secretarial, office and team support duties. |
| 2. | Prepares and types legal documents including motions, orders, affidavits, complaints, pleadings, subpoenas, indictments, and disposition forms. |
| 3. | Processes documents in accordance with court procedures. |
| 4. | Initiates, distributes, maintains, and closes case files and corresponding computer systems; maintains card on all active files.
Composes or types from dictation, letters and correspondence. |
| 5. | Schedules hearings and court appearances and notifies the courts and appropriate parties. |

LANE COUNTY
Legal Secretary 1 and Legal Secretary 2 (Continued)

6.	Gathers appropriate documents and coordinates witness appearances in preparation for hearings or trials.
7.	Maintains logs; maintains statistics and prepares reports.
8.	Provides information to attorneys, police agencies, other government agencies, and the general public.
9.	Retrieves information from computer including record checks.
10.	Prepares trial schedules for District, Circuit, and Juvenile Court.
11.	Provides support for the extradition of fugitives.
12.	Prepares wage assignments and other related documents for family law.

Knowledge of (position requirements at entry):

Legal Secretary 1 and 2

- Legal terminology and formats.
- Court processes and procedures.
- Elements of correct English usage, spelling, grammar, punctuation, and vocabulary.
- Modern office procedures, methods, and computer equipment.
- Receptionist and telephone techniques.
- Modern filing systems and practices.
- Basic practices of statistical record keeping.

Legal Secretary 2 - In addition to the qualifications for Legal Secretary 1:

- Perform difficult and complex legal secretarial, office, and team support duties.

Skills in (position requirements at entry):

- Perform a wide variety of responsible legal secretarial, clerical, typing, and office support functions.
- Learn and apply specific rules, policies and procedures of the department.
- Operate a variety of standard office equipment and computer terminal.
- Prepare correspondence and reports from general instructions or marginal notes.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Type at a net speed of 50 words per minute from clear copy.
- Effectively plan and prioritize work.

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial science, legal terminology and practices, office management or a related field is desirable. One

LANE COUNTY
Legal Secretary 1 and Legal Secretary 2 (Continued)

year of general clerical and office assistance experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Legal Secretary 2

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial science, legal terminology and practices, office management or a related field is desirable. Two years of responsible legal secretary experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

NOTE: These positions are represented by AFSCME Local 2831.

Classification History:

Memo requesting de minimis changes approved by County Administrator 06/19/08.
FLSA Status: Non-Exempt