

Minimum Qualification Specifications
for the Classes:

LEGAL CLERK
SUPERVISING LEGAL CLERK

Prerequisite Knowledge and Abilities Required

Knowledge of: Legal terminology; court functions; format, content and the use of legal documents; various types of court actions and associated processes and procedures; legal and office practices and procedures; grammar, spelling, punctuation, word usage and sentence construction; legal documents preparation, processing and filing practices and procedures; and procedures for processing and filing legal and court documents with courts, boards and commissions.

Ability to: Prepare, process and file a variety of legal and court documents, in proper format, in accordance with established procedures; carry out legal office clerical routines; communicate effectively with others and maintain harmonious working relationships; and type accurately (using a computer, word processing and/or other software applications) at the rate of 40 net words per minute. Supervising Legal Clerk also requires the ability to assign, direct, review and evaluate the work of others; and organize legal clerical work activities and conduct administrative support functions.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described and in the amounts specified below, or any other equivalent combination of training and experience.

Class Title	Spclzd Exp (Yrs)	Supvy Exp (Yrs)
Legal Clerk	2	0
Supervising Legal Clerk	3	*

Specialized Experience: Progressively responsible legal clerical work experience which involved preparing, typing, processing and filing legal documents and which demonstrated the prerequisite knowledge and abilities described above.

*Supervisory Aptitude: Applicants must demonstrate supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for

demonstrating supervisory capabilities exist; or by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. Successful completion of a substantially full-time legal secretarial curriculum at an accredited community college, business or technical school may be substituted for the Specialized Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
2. Successful completion of a substantially full-time legal assistant/paralegal curriculum at an accredited community college, business or technical school may be substituted for the Specialized Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed course work for six (6) months of experience, up to a maximum of two (2) years.

Skilled Typing Requirement

Applicants must be able to type accurately, using a computer, word processing and/or other software applications, at the rate of 40 net words per minute.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests


Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes, LEGAL CLERK and SUPERVISING LEGAL CLERK, which were approved January 27, 2012.

DATE APPROVED: 4/5/2013



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