

Minimum Qualification Specifications
for the Class:

LEGAL SECRETARY

Prerequisite Knowledge and Abilities Required

Knowledge of: Legal terminology; function of courts; 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, 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: Plan, organize and carry out secretarial functions; organize legal clerical work activities and conduct office services functions; assign, direct, review and evaluate the work of others; communicate effectively with others and maintain harmonious working relationships; accurately prepare, type, process and file a variety of complex legal and court documents in proper format, in accordance with established procedures and within prescribed deadlines, with the appropriate court, board or commission; check citations and quotations from legal sources; carry out legal office clerical routines; and type accurately (using a computer, word processing and/or other software applications) at the rate of 40 net words per minute.

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.

Specialized Experience: Three (3) years of 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.

In addition, either concurrently or separately from the Specialized Experience, there must be demonstrated ability to carry out procedures in clerical work systems and to perform secretarial tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for format, grammar, spelling and typography; and maintaining a log of pending work; etc.

Supervisory Aptitude: Applicants must possess 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; 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 typewriter, 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

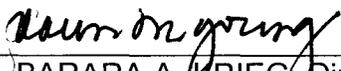
Applicants may be required to qualify on an appropriate examination.

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 class LEGAL SECRETARY, which were approved on September 5, 2007.

DATE APPROVED: 4/5/2013



for BARBARA A. KRIEG, Director
Department of Human Resources Development