

Minimum Qualification Specifications for

LEGAL CLERK I

**Education and Experience Requirements**

Applicants must have had a combination of education and experience substantially equivalent to one (1) year of progressively responsible clerical work experience which involved: preparing, typing, processing and filing legal documents, or receiving and examining complex business documents to determine compliance with statutory or contractual requirements. The education and/or experience shall be of the scope and level that would provide the applicant an understanding of a variety of complex documents and forms requiring strict adherence to standards and procedures.

Knowledge of Office practices and procedures; grammar, spelling, punctuation, word usage and sentence construction; clerical requirements for preparing and typing a variety of complex documents and forms, and other related materials.

Ability to Accurately prepare, type, process and file a variety of complex documents, in proper format, in accordance with established procedures and within prescribed deadlines; research information and records; present research information orally and in writing citing proper resources; establish and maintain files and systems of records; carry out legal office clerical routines; operate computer equipment to prepare legal documents, reports, correspondence, etc., and input, verify, update and extract data from information systems; work within constant time constraints and deadlines; explain legal processes, procedures and/or departmental policies; type accurately at the rate of 40 net words per minute; and deal effectively with others including attorneys, court personnel and the public.

**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 they have the ability to perform the duties of the position for which they are 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.

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This is the first minimum qualification specifications for the class LEGAL CLERK I.

Effective: November 1, 2019

DATE APPROVED: 11/10/2020

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for RYKER WADA, Director  
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