

Minimum Qualification Specifications for

LEGAL CLERK II

Education and Experience Requirements

Applicants must have had a combination of education and experience substantially equivalent to one (1) and one-half (1/2) 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 below.

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.

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 the first minimum qualification specifications for the class LEGAL CLERK II.

Effective: November 1, 2019

DATE APPROVED: 11/10/2020

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