



CLASS SPECIFICATION

Class Code: 13721
Date Est:
Last Rev: 10/2013
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

LEGAL SECRETARY DEPARTMENT OF JUVENILE SERVICES

DEFINITION

Under general supervision, performs legal secretarial and clerical duties in support of the Juvenile Services Office; provides word processing and data entry support; provides general information and assistance to county staff and the public; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of legal secretarial experience; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

None.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform legal secretarial and clerical work in support of the Juvenile Services Office; type and proofread a wide variety of court reports, appointment letters, petition requests, Interstate compact forms, terms of probation, petition dismissals, and termination of wardship orders from rough draft, verbal instructions or transcribing machine recordings using various software applications.

Prepare, verify, and review forms and reports for completeness and conformance with established regulations, policies, and procedures within time constraints.

Open and maintain case files; locate and copy files.

Establish and maintain a complete set of record keeping systems including logs, calendars, chronological records, forms and reports to ensure accuracy and easy retrieval of information, maintain, and update confidential files.

Receive calls and visitors; respond to general complaints and requests for information from the public; interpret basic services, policies, rules and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.

Receive, open, review, sort, date stamp and distribute office mail; review correspondence directed to assigned staff; prepare written responses as assigned.

May take monetary payments and post to appropriate accounts.

Assemble packets of information and data-gathering materials for assigned area; duplicate, collate and distribute materials.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, fax machines, and Dictaphones.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

May serve as back up to other office support staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Terms and acronyms commonly used in assigned function.

Laws, rules, and regulations, which apply to the assigned function.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and county personnel related to the policies and procedures of assigned function.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Legal terminology and the forms and documents used in legal secretarial and clerical work.

Legal procedures and practices involved in processing and filing a variety of legal documents.

Techniques and practices of business letter writing.

Methods and techniques of record keeping.

Methods and techniques used in dealing with the public.

Modern office procedures, methods, and equipment.

Word processing methods, techniques, and programs.

Practices used in minute taking and preparation.

English usage, spelling, vocabulary, grammar, and punctuation.

Basic mathematical principles.

Basic research techniques.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Complete and maintain accurate records.

Write correspondence and clear, concise reports.

Proofread documents for spelling, punctuation, and accuracy of content.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions.

Maintain confidentiality of sensitive information and data.

Work cooperatively with other departments, county officials and outside agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment. Ability to sit, stand, walk, kneel, crouch, squat, twist, climb, and move and lift objects up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.