

LEGAL SECRETARY TRAINEE

DEFINITION

Under direct supervision, to perform a variety of legal secretarial and administrative support duties for one or more attorneys; to answer public and staff contacts and concerns; and to do other related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry and trainee level class in the Legal Secretary series. Incumbents initially work under close supervision to learn departmental policies and procedures, proper format and procedures for processing a variety of legal documents. Incumbents of this class typically perform routine legal, reception, office, and records management work that does not require previous specialized experience and are normally expected to gain the knowledge and abilities to promote to the class of Legal Secretary after two years of satisfactory performance at the trainee level.

Incumbent should expect frequent contact with attorneys, other departments, agencies and the public, which requires knowledge of the courts and other county departments. Incumbents are required to exercise sound judgment and discretion, safeguard the confidentiality of information and demonstrate tact and diplomacy. Accurate word processing and knowledge of legal terminology and legal processes are essential to satisfactory employment performance.

REPORTS TO

District Attorney and Deputy District Attorneys

CLASSIFICATIONS DIRECTLY SUPERVISED

None

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EXAMPLES OF DUTIES

- Serve as Legal Assistant to attorneys, relieving them of a variety of administrative details.
- Assist in the preparation of a wide variety of legal documents including briefs, orders, affidavits, petitions, motions, warrants, complaints, subpoenas and abstracts of judgments.
- Assist with processing legal documents, records and reports within the department, through the courts or with other agencies.
- Obtain a variety of records and reports required for cases, i.e. drug and alcohol analyses, DMV reports, criminal history.
- Assist with preparing files for attorneys, pulling files for cases scheduled for court and ensuring required documents are included.
- Record court events and disposition on the case file and in computerized case tracking system.
- Schedule appointments and meetings for attorneys.
- Answer routine requests for information.
- Screen telephone calls and mail, provides information requested, takes messages, refers inquiry or request to appropriate staff or other agency, and resolves matters which do not require legal advice.
- Operate word processing equipment and computer terminals to input, access and print data.
- Calendar court appearances and maintain case logs of proceedings.
- Receive case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff.
- Set up materials for meetings and conferences.
- Perform other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of office procedures and practices, including preparation of correspondence and reports and filing
- Correct English usage, spelling, grammar and punctuation
- Basic knowledge of standard formats for business correspondence and reports
- Some knowledge of legal terminology forms documents and procedures
- Personal computers and software applications related to office and administrative support work

Ability to:

- Perform a wide variety of legal clerical work requiring accuracy and speed
- Prepare legal documents in accepted formats from brief instructions, handwritten, typed or recorded drafts
- Communicate effectively in both oral and written form

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Ability to – continued:

- Understand, interpret, explain and apply laws, regulations, policies and procedures
- Establish and maintain effective working relationships
- Understand and follow oral and written directives
- Make accurate arithmetic computations
- Maintain records and prepare reports
- Adjust to workload changes and meet deadlines under pressure of legal deadlines
- Screen and prioritize correspondence and phone calls
- Exercise sound judgment and discretion, safeguard the confidentiality of information, and demonstrate tact and diplomacy
- Operate word processing equipment and computer terminals to input and access data
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the department and County
- Type legal documents accurately and at a rate sufficient to perform duties satisfactorily
Operate standard office equipment

Training and Experience:

Qualifications needed for this position:

Two (2) years of experience and/or training in an office setting, paid or unpaid, related to filing, reception, processing mail, typing, data entry, answering telephones, assisting the public or other office support duties.

College coursework in a related field such as administration of justice, or paralegal, is highly desirable.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.