

LEGAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: This is secretarial work involving responsibility for assisting in the daily activities of a legal office with wide leeway for independent judgment. Supervision over the work of others is not normally required in this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Generates legal documents and correspondence; Prepares court documents for service of process and arranges for service of process; May send inquiries to banks and other institutions to discover if persons owing money to the County have available resources and when resources are discovered, follows up to discover means for freezing and acquiring assets; Maintains data and logs on petitions and lawsuits, closed or archived cases, case histories and resource inquiries; Performs routine clerical duties; May assist in preparing cases for Social Security hearings: scheduling, compiling information, preparing monthly status reports; Prepares and maintains calendars and schedules of Attorneys; Greets clients, answers telephone, takes detailed messages, refers clients and callers to appropriate agency personnel; Answers questions which do not require legal conclusions; Reviews and distributes incoming mail and prepares draft responses for Attorney review; Prepares and sets up case files.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, practices and procedures; Good knowledge of investigating, interviewing, case recording, and report preparation techniques; Good knowledge of community resources and programs; Ability to communicate effectively, both orally and in writing; Ability to deal effectively with the general public and other departments or agencies; Ability to understand and follow oral and written instructions; Ability to organize and maintain records and files; Ability to exercise good judgment in evaluating situations, establishing priorities, and making decisions; Ability to deal effectively with others; Discretion and confidentiality; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma and:

- A. Graduation from a college or business school with an Associates' degree in political science, criminal justice, business administration or management, legal secretary, secretarial science or related field, and one year of legal clerical experience which shall have involved typing; OR
- B. Sixty credit hours from a college or business school in political science, criminal justice, business administration or management, legal secretary, secretarial science or related field, and one year of legal clerical experience which shall have involved typing; OR
- C. Three years of clerical experience which shall have involved typing and one of the three years must be legal clerical experience; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

NOTE: Study a college or business school may be substituted for the experience on a year for year basis.

NOTE: Your degree or study must have been completed at a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or study was completed at an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 10/2/00

Revised 11/17/05; 5/10/13; 8/6/19; 12/18/19; 12/14/22; 4/17/23

Reviewed 6/25/07; 12/9/15; 12/7/21