

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES</u> Legal Secretary	<u>SERIES NUMBER</u> 1256AG
<u>MAJOR AGENCIES</u> Attorney General Only	<u>EFFECTIVE</u> 9/20/2015

SERIES PURPOSE

The purpose of the legal secretary occupation is to perform a variety of clerical, procedural & administrative tasks for attorneys & other office staff.

JOB TITLE

Legal Secretary

JOB CODE

12561AG

PAY GRADE

28

EFFECTIVE

9/20/2015

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of clerical functions, office procedures & legal terminology & documents in order to provide general secretarial assistance by performing routine administrative tasks & providing clerical assistance to attorneys & other staff in legal office environment.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Legal Secretary	12561AG	45	9/20/2015	28

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs highly confidential work for section attorneys, operates personal computer to produce accurate, typed, finished copy of legal documents, confidential materials & correspondence (e.g., briefs, depositions, pleadings, letters, reports, tables, appendices, certificates of service, legal memoranda), from rough written or electronic instructions requiring knowledge of legal terminology, composes or independently answers correspondence (i.e., correspondence of a routine nature which does not require interpretation of policies or legal issues) to clients, staff or general public, proofreads & corrects all correspondence/materials produced prior to submission to attorney; performs litigation support (e.g., prepares exhibits, table of contents, table of authority), responsible for all case docketing functions (i.e., preparation of case entry initiation forms, additional party forms & daily docket event forms), together with entry of information onto the computer; understands filing requirements & physically & electronically files briefs, motions & other documents in state & federal courts.

Relieves supervisor of some administrative tasks (e.g., assists in setting up office procedures; does research; gathers statistics; prepares reports; sets up & maintains confidential files; acts as liaison between attorneys & clients or other offices; coordinates meetings (e.g., schedules meetings, prepares agendas & notifies participants); maintains office functions in absence of administrative secretary).

Answers sections main phone line, screens calls & visitors for attorneys & other personnel; greets visitors; conducts tours; provides information; manages attorneys' appointments & travel schedules; makes travel & lodging arrangements; prepares travel expense reports; arranges conferences & speaking engagements.

Assigns, trains, coordinates & schedules work of support staff when assigned subordinate personnel in absence of regular supervisor or if there is no administrative secretary on staff.

Performs general or routine typing & clerical tasks (e.g., types routine correspondence, memos & forms; maintains & searches files); makes copies; prepares print orders as needed; inventories, orders, & distributes office supplies; receives, sorts, logs & distributes incoming mail; picks up & delivers filings, legal documents, & other office correspondence for section.

MAJOR WORKER CHARACTERISTICS

Knowledge of legal secretarial & office practices & procedures to include: legal terminology; office management*; case docketing; court filing procedures including electronic filing (e.g., PACER); formatting of legal documents*; public relations. Skill in use of personal computer & Microsoft Office 2010 applications (e.g., Word, Excel, PowerPoint, Access, Outlook); iManage* (or similar document management system); typing 50 wpm accurately; office machines (e.g., multi-function devices, transcription equipment, calculators). Ability to calculate fractions decimals & percentages & to read & write common & legal vocabulary; deal with problems involving several variables in familiar context; write business letters following standard procedures; proofread materials, recognize & make corrections; cooperate with co-workers on group projects; gather, collate & classify information about data, people & things according to established methods; handle contact with &/or resolve complaints from public & government &/or business officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of Associate core coursework to qualify for a secretary/administrative assistant diploma/certificate or closely related field from an accredited career school or community college;

-Or completion of Associate's degree in secretarial/administrative professional science or closely related field from an accredited career school or community college;

-Or completion of Bachelor's degree or higher in any related field;

-Or 6 months' work experience performing legal secretary duties in a law firm or legal setting;

-Or equivalent of Minimum Class Qualifications For Employment noted above;

-AND 1 course or 1 month's experience in public relations.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May work in stressful environment or under pressure.