

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> Legal Secretary	<u>SERIES NO.:</u> 1256	
	<u>MAJOR AGENCIES:</u> Attorney General Only	<u>EFFECT. DATE:</u> 01/01/1980	<u>NEW EFF. DATE:</u> 01/13/1991

SERIES PURPOSE:

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

CLASS TITLE:

Legal Secretary

CLASS NUMBER:

12561

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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.

CLASS TITLE: Legal Secretary	CLASS NO.: 12561	BARG. UNITS: 045
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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.)

Operates memory typewriter &/or word processing equipment (i.e., WANG 4230 or equivalent) to produce accurate, finished product from rough written copy, dictation (i.e., by machine or shorthand), or oral/tape machine instructions involving briefs, depositions, legal memoranda, correspondence, reports or other confidential material, requiring knowledge of legal terminology, composes or independently answers correspondence, corrects & may sign correspondence & proofs all correspondence/materials produced prior to submission to attorney; learns & is then responsible for all case docketing functions (i.e., including preparation of case entry initiation forms, additional party forms & daily docket event forms), together with entry of information onto the computer; learns & then must prepare all standard legal documents (i.e., briefs for courts, prepares all appropriate tables, appendices & certificates of service) & ascertains appropriate court filing requirements for all legal documents.

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 details of meetings; maintains office functions in absence of administrative secretary).

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; sets up meetings, prepares agendas & notifies participants; 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.

Monitors &/or performs typing & clerical tasks of general or routine nature for section &/or other sections (e.g., types routine correspondence, memos & forms; maintains & searches files); responsible for completion of all photostatic copy work (i.e., personally copies work using photostatic equipment & prepares printing orders as required by immediate supervisor, delivers & picks up from copy center); inventories, orders, distributes & accounts for use of office supplies; receives, reads, sorts, logs & distributes correspondence; acts as receptionist, answers telephones; takes dictation of routine nature; picks up & delivers filings, legal documents, office correspondence for section & office.

MAJOR WORKER CHARACTERISTICS:

Knowledge of legal secretarial & office practices & procedures to include legal terminology; office management*; legal docketing & formats for all legal documents*; public relations. Skill in typing; operation of WANG 4230 or equivalent*; dictation by machine or shorthand; use of general office machines. Ability to deal with problems involving several variables in familiar context; transcribe dictation; write business letters reflecting standard office procedures; proofread materials, recognize & make corrections; cooperate with co-workers on group projects; calculate fractions, decimals & percentages; gather, collate & classify information about data, people & things according to established methods; handle contacts with &/or resolve complaints from public & government &/or business officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Ability to calculate fractions decimals & percentages & to read & write common vocabulary & to type 60 wpm plus; 600 hrs. trg. in typing & dictation (or 6 mos. exp. performing like duties in private industry or other government offices) or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science or that which must include 600 hrs. of business or office education at high school level or 2 quarters of secretarial training at college level; 1 course in public relations (or 1 mos. exp.); 300 hrs. trg. in office machines (or 3 mos. exp.).

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work in stressful environment or under pressure.