



LEGAL SECRETARY III

DEFINITION: This is a senior level Legal Secretary position that performs specialized and responsible administrative, secretarial, and clerical work involving extensive knowledge of legal terminology and procedures under minimal supervision; and performs related duties as required.

ESSENTIAL JOB DUTIES: Performs office administrative activities and procedures; prepares legal documents; checks and reviews legal documents for completeness and conformance with established regulations and procedures; initiates and maintains case files; maintains control of flow of documents and calendars for court appearances; consults legal reference books to verify accuracy of documents; arranges information in the proper legal form; composes legal papers and documents for which general forms are not available; assists in special projects; types and composes correspondence; sets up and maintains departmental legal records and files; reviews materials and correspondence and refers matters to attention of legal/management staff; maintains a variety of legal forms; handles and maintains the confidentiality of records and files; serves as receptionist, screening callers, providing information, answering complaints, or scheduling appointments.

In addition to the above, the Legal Secretary III will act as the senior Legal Secretary and take the lead for the most complex/extensive legal issues/duties; serve as the lead in answering questions and training of office staff regarding legal issues. Assist in the responsibility for purchasing supplies; vendor payments and other claims against the County; audits invoices and matches invoices to purchase orders; receives, compiles, and inputs data into computer; prepares warrants and maintains records; works with ledger accounts and other records; assists in compiling and preparing departmental budgets; keeps financial or statistical records requiring the use of departmental knowledge; allocates purchases to budget accounts; assists in payroll; keeps records of monies received; posts to ledgers and balances accounts. May supervise office staff at the direction of or in the absence of the Administrative Legal Secretary.

EMPLOYMENT STANDARDS

Experience/Training/Education:

High school graduate or equivalent with three years experience performing the duties of Legal Secretary I/II with Inyo County; or five years of increasingly responsible clerical

experience in a position requiring a substantial senior level knowledge of legal terminology and procedure. Supervisory experience is preferred.

Knowledge of: Standard court and legal office procedures, specific rules and precedents; legal research skills; various judicial levels and their jurisdiction; modern office methods and procedures; legal terminology, phraseology, documents, forms and procedures; budgets, business English, including vocabulary, correct grammatical usage, and punctuation; general principles of managing legal clerical and secretarial functions; common office machines, including computers, and their operation.

Ability to: Perform difficult, responsible, extensive and complex legal secretary and clerical work requiring minimal supervision with speed and accuracy; identify, use, and correct a wide variety of legal forms, documents, and terminology without frequent reference to specialized legal dictionaries or reference books; operate computer/word processor (knowledge of Microsoft Word, Microsoft Excel, Windows); ability to learn JALAN computer system, learn, interpret, and apply laws, and rules to specific situations requiring the use of judgment with minimal supervision; compose correspondence; understand and carry out oral and written directions; train staff regarding legal secretary duties; preparation and maintenance of difficult financial records; make arithmetical calculations rapidly and accurately; analyze data and prepare accurate reports; work cooperatively, deal courteously, efficiently, and tactfully with the public, law enforcement, court personnel, other county offices, and with those contacted in the course of work; maintain confidentiality; ability to stand, walk, climb and descend stairs, lift and carry up to 40 pounds, sit for prolonged periods of time using keyboard; telephone usage; normal hearing and vision.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.