

# NEW CASTLE COUNTY GOVERNMENT

Number 0046

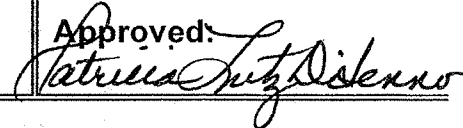
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Date 01/18/05

## CLASS SPECIFICATION

Title: LEGAL SECRETARY

Approved:



GENERAL STATEMENT OF DUTIES: Under supervision of an attorney, legal advisor, or other technical administrator, performs secretarial, administrative, and various support functions requiring complete confidentiality and knowledge of legal forms, terminology, and procedures; processes legal documents; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs secretarial and administrative work and transcribes information involving special legal terminology; types reports, correspondence, legal opinions, deeds, pleadings, motions, briefs, grievance decisions, newsletters, publications, meeting agendas, or other matters; checks legal references; processes legal documents; copies routine correspondence; may be required to train support staff and perform other duties as required.

EXAMPLES OF WORK: (Illustrative only)

- Transcribes legal documents and meeting minutes;
- Sets up and maintains files for legal documents and other record keeping systems;
- Performs receptionist duties;
- Composes routine correspondence;
- Checks legal references;
- Processes legal documents;
- Schedules meetings, hearings, conferences, and other related business activities;
- Updates and maintains websites for ethics, finance, or legal matters;
- Assists in processing requests for material relating to the Freedom of Information Act (FOIA);
- Acts as liaison to other departments, boards, commissions, attorneys, County Council, and County Executive's office;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of legal terminology, forms, methods, and procedures; good knowledge of modern office procedures and equipment; ability to establish and maintain effective working relationships with attorneys, associates, and the general public; ability to maintain confidentiality in

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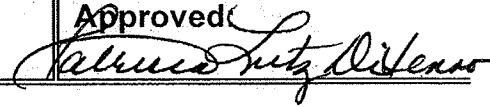
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all aspects of the work; good knowledge of spelling, grammar, and business mathematics; good organizational skills; ability to take and transcribe information at a reasonable rate of speed; ability to operate word processing equipment, personal computer, data processing terminal, and other related equipment using current software programs; ability to type 60 words per minute with accuracy; ability to communicate courteously and effectively, both verbally and in writing, ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years legal secretarial work or work in a closely related field and completion of a standard high school course or GED certificate program; or possession of an Associate's Degree from an accredited college or university with major course work in legal secretarial training; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### HISTORY OF REVISIONS

Established: 07/28/77  
Revised: 06/26/89  
Revised: 11/01/91  
Revised: 01/01/96  
Revised: 07/01/97  
Revised: 11/01/98  
Revised: 05/01/03  
Revised: 01/18/05