



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Legal Secretary

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs administrative work of routine difficulty for legal and office matters; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Formats, types, and completes letters, memoranda and various legal forms from copy, rough draft and dictating machine
- Files documents with the appropriate court.
- Composes letters and routine court pleadings for lawyers.
- Prepares subpoenas.
- Prepares and files routine pleadings and various legal documents for attorney review and for court filings.
- Processes and logs incoming documents. Follows up on cases to ensure timely progress.
- Contacts court personnel and other law enforcement agencies to assist clients and to obtain information.
- Conducts basic legal research as directed.
- Copies legal documents.
- Mails correspondence and documents.
- Maintains calendars and files.
- Answers telephones, responds to questions, takes messages and transfers callers to appropriate parties.
- Exercises discretion in handling confidential matters.

Knowledge and Skills:

- Knowledge of office practices and procedures.
- Knowledge of English grammar, spelling, arithmetic, punctuation and grammar.
- Knowledge of legal terminology and legal forms.
- Skill in taking accurate notes and taking and transcribing dictation.
- Skill in data collection through personal interviews.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D. and one year of secretarial work with some experience in legal work or related coursework; demonstrated ability to key in information at 60 WPM or faster.