

**DEPARTMENT OF JUSTICE  
DIVISION OF OPERATIONS  
LEGAL SUPPORT SERVICES  
LEGAL SUPPORT OPERATIONS  
DUTY STATEMENT**

**NAME:**

**JOB TITLE:** Legal Secretary

**POSITION NUMBER:**

**STATEMENT OF DUTIES:** The Legal Secretary performs difficult legal secretarial duties for two or more attorneys and/or professional staff in the Office of the Attorney General. The incumbent must be able to effectively and efficiently carry out assigned tasks with minimal supervision and be able to work in a team environment, have strong communication skills, work well under pressure, and meet short deadlines. The incumbent must comply with state and departmental rules and regulations and office policies and practices.

**SUPERVISION RECEIVED:** Under the immediate supervision of a Legal Support Supervisor (LSS) I of Legal Support Services and general direction of the Office Manager.

**TYPICAL PHYSICAL DEMANDS:** While performing assigned duties, the Legal Secretary may be required to perform tasks that require, bending/stooping, occasionally carrying/lifting up to 20 lbs., climbing, reaching/twisting, kneeling, manual dexterity (grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, frequent walking. The incumbent is expected to use natural or assisted hearing and vision and be able to speak clearly to the public, clients, co-workers, supervisor(s), and other office staff either in person or over the telephone.

**TYPICAL WORKING CONDITIONS:** Office typically occupies several floors of a high-rise building serviced by elevator banks. Floors are carpeted or vinyl covered. The department is a smoke-free environment. The incumbent works at a desk or in a cubicle in a workspace that may or may not have a window. More than one person may be assigned to the same space, with a high noise level.

**ESSENTIAL FUNCTIONS:**

**50%** Types, formats, edits, stores, retrieves, prints, processes, faxes and electronically transmits and/or files correspondence, court forms, legal documents and pleadings (e.g., petitions, briefs, opinions, notices, motions) using various department-supported desktop technology, telecommunication devices and computer software, which may include word-processing, document assembly, cite checking, case management, electronic case filing and other standard business software programs. Prepares, proofreads, copies, and processes (filed and served) all documents in accordance with legal requirements and deadlines. Verifies case/legal citations and quoted text. Discerns either written or verbal instructions, directives and/or court rules in reaching logical conclusions, foreseeing possible obstacles and determining alternative methods of handling tasks.

- 15%** Composes and formats letters and memoranda. Picks up, logs, reviews and delivers assignments' incoming mail. Processes the mail. Maintains a tickler file. Maintains file/database in the office's case management system of case contacts including opposing counsel, court, client, and expert witness addresses. Maintains a calendar of document due dates and court appearances. Sets up and closes case files. Receives, screens, answers, and takes messages from telephone callers in a professional manner. Communicates with vendors providing legal contract services for messenger, subpoena preparation and document production. Processes collection advices and bills for payment.
  
- 15%** Establishes and maintains a system for filing correspondence and pleadings. Stores and retrieves case files and related legal documents in the office's case management system. Maintains a professional and organized work area. Transcribes machine dictation.
  
- 10%** Prepares travel-related forms and expense claims. Prepares subpoenas and requests checks from accounting for witness fees and mileage. Prepares revolving fund requests for travel and miscellaneous case-related costs. Maintains absence and travel records. Assists with overflow work and deadline filings. Communicates with attorney and/or other professional, supervisory, secretarial and clerical staff. Knowledgeable of legal terminology. Performs other duties as required.

**MARGINAL FUNCTIONS:**

- 5%** Makes travel arrangements and arranges meetings, hearings and depositions coordinating dates with opposing counsel, parties, witnesses and court reporters, and sends confirmation letters.
  
- 5%** Back up for other secretaries, as needed, and may monitor team workload in the absence of the LSS I.

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I have read and understand the essential function and typical physical demands required of the job and I am able to perform the essential functions with or without Reasonable Accommodation. (Refer to the Essential Functions Health Questionnaire, STD 910.)

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Employee Name (print)

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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Date