

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

**NAME:**

**JOB TITLE:** Legal Secretary

**POSITION NUMBER:**

**STATEMENT OF DUTIES:** As a member of a legal support secretarial team, the incumbent 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 general direction of the Office Manager and immediate supervision of a Legal Support Supervisor I, Legal Support Services.

**TYPICAL PHYSICAL DEMANDS:** While performing assigned duties, the Legal Secretary may be required to perform tasks that require driving, 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 ability to concentrate and discern either written or verbal instructions, directives and/or court rules in reaching logical conclusions, foreseeing possible obstacles and determining alternative methods of handling tasks is a day-to-day expectation.

**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. Secretaries are housed in either window or windowless space at either individual desks or cubicles. More than one secretary or support staff may be assigned to the same space.

**ESSENTIAL FUNCTIONS:**

**50%** Uses various department-supported desktop technology, telecommunication devices and supported computer software including, but not limited to, word processing, document assembly, cite checking, case management, electronic case filing and other standard business software programs to proficiently type, format, edit, store, retrieve, print, process, fax and electronically transmit and/or file correspondence, court forms, legal documents and pleadings (e.g., petitions, briefs, opinions, notices, motions); adheres to procedures for preparation and filing of legal documents and correspondence; assures all documents are prepared, proofread, copied, and processed (filed and served) in accordance with legal requirements and deadlines; verifies case/legal citations and quoted text.

- 15%** Composes and formats letters and memoranda; picks up, logs, reviews and delivers assignments' incoming mail; processes the mail in a manner agreed upon by assignments and secretary; 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; makes, 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 an efficient 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 complex 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; processes invoices timely; maintains absence and travel records; assists with overflow work and deadline filings.

Maintains open communications with attorney, and/or other professional, supervisory, secretarial and clerical staff; is knowledgeable in the use and understanding of legal terminology; performs work in a safe and efficient manner; and 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 assist with distribution of workload in the absence of the Legal Support Supervisor I.

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*I have read and understand the essential functions 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's Name (Print)

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Supervisor's Name (Print)

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Employee's Signature                      Date

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Supervisor's Signature                      Date