



## JOB DESCRIPTION

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**JOB TITLE:** Legal Secretary II

**JOB CODE:** 2480

**DEPARTMENT:** District Attorney

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Executive Office Manager – District Attorney’s Office

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### SUMMARY OF JOB PURPOSE

Performs a wide variety of complex legal secretarial services with the purpose of assisting and relieving Deputy District Attorneys, and other legal personnel, of administrative and clerical work.

### ESSENTIAL FUNCTIONS

1. Performs complex legal secretarial services and prepares a variety of complex legal forms.
2. Receives and screens telephone calls from litigants, attorneys, judges, and other persons seeking information on a variety of subjects; coordinates legal activities with judicial functions, appropriate deputies, and other interested parties.
3. Types case headings and cross-references; maintains and updates confidential files; establishes case files, files letters, documents, and related material; selects case headings as guides for filing of materials in accordance with an established system; produces records and files upon demand.
4. Handles preparation for trial, including the proper categorizing of case material; ensures witnesses have been notified, and maintains communication with them; makes necessary accommodations and travel arrangements; may verify expenses and prepare reimbursement lists.
5. Performs duties in the training of new personnel as requested; advises support staff of proper legal format, procedures, and policies.
6. Assists in research and physical location of legal materials in law library publications pertinent to pending cases.
7. Manages calendars and coordinates meetings; assists in meeting deadlines; performs other clerical duties such as scheduling appointments, providing information to callers, composing and typing routine correspondence, and reading and routing incoming mail.
8. Files correspondence and legal documents in office filing system; ensures proper indexing and filing of original legal documents.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED) and a minimum of three (3) years progressively responsible clerical work in a legal setting. Additional vocational/technical education and legal office experience preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports and business correspondence; ability to effectively present information and respond to questions from groups of managers, clients, co-workers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Word, Excel, and PowerPoint; extensive knowledge of modern office practices and procedures, legal terminology, legal forms and documents and their processing, business English, and proper spelling and grammar; ability to compose correspondence; analyze situations correctly and take effective action; establish and maintain effective working relationships with attorneys, other employees, and the public.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Typing certificate with speed and accuracy at a rate of 55 words per minute.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING ENVIRONMENT**

This position primarily resides in a standard office environment where the noise level is usually quiet.

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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