

## Legal Secretary II

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### **DEFINITION**

This is legal secretarial work at the senior level.

Employees of this class perform highly complex and diverse legal secretarial duties for senior solicitors within the Law Department. Work is characterized by the requirement for a significant degree of independent functioning and by work which would require action outside the parameters of established practice.

Employees are required to maintain a thorough understanding of legal office practice, and will have a strong command of the Solicitor's files. Employees at this level will use a significant degree of judgement and initiative in maintaining the Office of the Solicitor.

Work at this level is distinguished from the Legal Secretary I by the substantially greater requirement for independent functioning and the complexity and diversity of work assignments.

Work is subject to general review and is evaluated on the basis of quality and accuracy.

### **TYPICAL DUTIES\***

Acts as confidential secretary to senior solicitors including all files maintenance, typing of legal briefs, reports and overall coordination of the office.

Monitors the work of Junior Legal Secretaries to ensure the effective delegation of work assignments, work priorities and quality of work.

Responds to a variety of internal or external inquiries pertaining to the policy and procedure within the department.

Obtains and prepares staff meeting agendas, and assists other secretaries in preparing reports on the activities of the secretarial pool.

The exercise of proper departmental procedure respecting the preparation and processing of legal documents.

Composes and types a variety of correspondence of standardized format under the direction of legal documents.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

- Considerable knowledge of legal terminology and legal procedures.
- Considerable knowledge of departmental policy and procedures as necessitated by work assignments.
- Ability to organize and plan the work of less experienced secretaries.
- Ability to communicate effectively in oral or written format.
- Ability to work at a high degree of independence and accuracy.
- Ability to function effectively under work pressure.
- Ability to maintain effective working relationships at all levels within the department.
- Considerable skill in the operation of word processing equipment.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the twelfth (12th) school grade including business subjects and successful completion of the Legal Secretarial program from an approved business school/college and three (3) years' experience in legal secretarial work, including demonstrated supervisory capability. An additional two (2) years of legal secretary experience are required in lieu of completion of the Legal Secretarial program.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0306		1297	
Last Updated:	1983-10			
Previous Updates:				
Originated:	1983-08			