



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LEGAL OFFICE MANAGER	33	F	2.154
SUPERVISING LEGAL SECRETARY	31	F	2.151
LEGAL SECRETARY II	29	F	2.153
LEGAL SECRETARY I	27	F	2.156
LEGAL SECRETARY TRAINEE	25	F	2.158

SERIES CONCEPT

Legal Secretaries perform specialized secretarial duties for attorneys, administrative law judges, and/or hearings/appeals officers including preparing legal documents and correspondence; calendaring; maintaining records; and providing assistance on routine problems and inquiries which are not of a legal nature.

Maintain current knowledge of assigned caseload and status of cases; provide general information to the public, State and local governments, attorneys, court personnel, and various office personnel; act as liaison between professional legal staff, departmental personnel, and the public; determine what information may be provided and which requests must be referred to professional legal staff; refer calls to another office if necessary.

Provide clerical support to assigned professional legal staff; receive and screen visitors and telephone calls; respond to inquiries on a variety of matters such as the status of pending cases; open and review incoming mail and determine priority of professional legal staff's attention when routing; mail items according to postal and statutory requirements; maintain a calendar for professional legal staff's appointments, due dates for documents, court appearances, conferences, meetings and other engagements; schedule meetings and training and make travel arrangements.

Draft routine correspondence, reports/statistics and other materials requiring specific knowledge of operational methods, policies and procedures for professional staff review; prepare and type requisitions and purchase orders, as required; process requests for payment and travel claims.

Format, prepare and type legal documents and correspondence in final format according to jurisdictional requirements, from rough draft, electronic documents, dictaphone, template or notes; proofread and review for proper citation format; prepare and attach exhibits, special sections such as indexes, table of points and authorities, certificates of service, and brief covers.

Process and file documents with appropriate courts or quasi-judicial bodies in accordance with the specific procedures of each body, including manner of filing and established timelines; track responses and receipts due upon or after submittals, and dates for other required actions subsequent to submittals.

Gather, compile, organize, and prepare relevant material for professional staff to use in legal proceedings; review files and references to obtain information needed by professional legal staff; locate and verify/abstract information from legal files and records; and verify the accuracy of citations and quotations by checking legal sources.

Establish and maintain legal and general correspondence filing and cross filing systems as necessary; record case inventory information in order to maintain accurate records and provide for efficient retrieval of information; prepare files for archiving and storage in compliance with established retention schedules.

Maintain a library of references including legal publications, law digests, reports, opinions and court decisions.

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SERIES CONCEPT (cont'd)

Distribute or assign appropriate clerical work to lower level staff; provide instruction and guidance and review work completed by clerical personnel.

Perform related duties as assigned.

CLASS CONCEPTS

Legal Office Manager: Under direction, incumbents are responsible for all office services of a legal office. Assignments vary considerably and require the selection of different and often unrelated processes or procedures, depending upon highly variable circumstances of individual cases or situations. The incumbent must interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines or precedent. Solutions to problems frequently require independent research, factual comparisons, and the examination of detailed information.

Oversee the overall operation of one or more legal offices; manage support staff which must include a Supervising Legal Secretary; manage and perform budget and accounts maintenance activities including accounts payable and receivable, budget preparation and monitoring; develop and implement standard operational procedures; and purchase office equipment and supplies.

Provide administrative support to professional staff including acting as an executive assistant; overseeing special projects; gathering information and preparing program related reports and statistics; and performing legal secretarial duties as assigned.

Supervising Legal Secretary: Under general supervision, incumbents perform the full range of duties outlined in the series concept and supervise multiple positions including two or more Legal Secretary II's. Incumbents at this level have full supervisory responsibility for assigned staff, oversee the flow of work, provide technical assistance in the preparation of documents, and act as liaison between professional and clerical staff.

Supervising Legal Secretaries may be assigned to perform the more difficult or complex legal secretarial duties for the work unit. In addition, they compile unit statistics, provide training, prepare reports, may have limited responsibility for monitoring office supplies, and arrange for archiving and storage of legal documents.

Legal Secretary II: Under general supervision, incumbents perform the full range of duties outlined in the series concept at the journey level. Decisions regarding what needs to be done involve evaluation of an issue or issues and may require selecting a course of action from several alternatives. The work involves conditions and elements that must be identified, analyzed, or evaluated to discern interrelationships. Guidelines are available and are applicable to major portions of the work, but leave gaps in specificity. Incumbents use judgment in interpreting and applying guidelines for application to specific cases or problems.

Legal Secretary I: Under direct supervision, incumbents perform the duties outlined in the series concept in a continuing trainee capacity. Progression to the journey level may occur upon successful completion of the probationary period and with approval of the appointing authority.

Legal Secretary Trainee: Under immediate supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. This is the entry level in the series, and progression to the continuing trainee level may occur upon successful completion of the probationary period and with approval of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some positions require incumbents to be a notary public.

INFORMATIONAL NOTE:

- * Educational Equivalents:
 - (1) An Associate of Science degree with a legal secretarial emphasis is equivalent to one year of legal secretarial trainee experience.
 - (2) Completion of a legal secretarial diploma program from an accredited business college is equivalent to one year of legal secretarial trainee experience.

LEGAL OFFICE MANAGER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of clerical experience, three of which were performing progressively responsible legal secretarial work and one year of which included supervision of legal secretarial staff; **OR** one year of experience as a Supervising Legal Secretary in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: legal terms, forms, document processing, procedures and protocol; principles of supervision and training; the clerical and administrative support needs and requirements of attorneys, hearings/appeals officers and/or administrative law judges. **Ability to:** make operational decisions related to program activities and office management within established limits of authority; compile and analyze records, numerical and descriptive information and present findings and recommendations; provide administrative assistance and legal secretarial support to the manager of professional staff; manage staff and equipment to achieve optimum efficiency; establish office practices and policies; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: legal terms, forms, document processing, procedures and protocol. **Working knowledge of:** agency mission, functions, programs, activities and operating policies; State statutes, regulations, rules and requirements related to purchasing, budget development and maintenance, and personnel administration; basic principles and State practices used in financial management including clerical accounting, purchasing, and budgeting. **Ability to:** assist in the preparation and maintenance of the agency budget and related activities; assist in a variety of projects and attend programs, conferences and meetings.

SUPERVISING LEGAL SECRETARY

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of clerical experience, three of which were performing progressively responsible legal secretarial work; **OR** one year of experience as a Legal Secretary II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: variety of alternative recordkeeping and filing systems; document archiving techniques and requirements. **Ability to:** organize office workflow and adjust assignments of staff as required to meet schedules and timelines; develop and implement work performance standards and evaluate

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MINIMUM QUALIFICATIONS (cont'd)

SUPERVISING LEGAL SECRETARY (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

performance; compose effective correspondence, announcements, training materials, and statistical reports; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Legal Office Manager.)

LEGAL SECRETARY II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of clerical experience, two of which were performing progressively responsible legal secretarial work in a training capacity; **OR** one year of experience as a Legal Secretary I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: legal practices and procedures for various courts and judicial districts; legal terminology; clerical requirements for preparing and typing a variety of complex legal documents, forms, and other related materials; procedures for processing and filing documents with courts, boards and/or commissions; proper format for legal citations; legal office procedures. **Ability to:** work independently and follow through on assignments; interpret and apply complex rules, regulations, policies and procedures to specific problems and issues; receive inquiries and resolve complaints from staff and clientele; establish, organize and maintain complex filing systems including indexed and cross-referenced materials; research information from a variety of departmental and available sources; compile and update information and prepare reports related to specific management activities; transcribe dictation which may be of a complex nature and which requires a comprehensive knowledge of legal procedures and terminology; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Supervising Legal Secretary.)

LEGAL SECRETARY I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of clerical experience, one of which was performing legal secretarial work in a trainee capacity; **OR** one year of experience as a Legal Secretary Trainee in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: legal practices and procedures for various courts and judicial districts; legal terminology; clerical requirements for preparing and typing a variety of complex legal documents, forms, and other related materials; procedures for processing and filing documents with courts, boards and/or commissions; proper format for legal citations; legal office procedures. **Ability to:** accurately prepare, type, format, process and file a variety of complex documents in accordance with established timelines and procedures with appropriate court, board or commission; maintain accurate calendaring of documents and court appearances; compose general correspondence and forms; read and comprehend court rules and provisions of State law; proofread documents for correct format, grammar and punctuation; maintain accurate time records for various projects; set up and maintain legal files; differentiate between public and confidential information; work as part of a team and act as a liaison with other entities; perform a variety of

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MINIMUM QUALIFICATIONS (cont'd)

LEGAL SECRETARY I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

tasks often changing from one assignment to another; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Legal Secretary II.)

LEGAL SECRETARY TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of general clerical experience; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: standard office procedures such as filing, typing, duplicating materials, answering telephones and distributing mail; data entry techniques; telephone etiquette; correct English usage, grammar and punctuation; proper spelling of commonly used words; operation of current computers and other modern office equipment; manual and computerized filing methods; basic math. **General knowledge of:** business English; basic customer service skills. **Ability to:** use computers, telephones, copiers, facsimile machines and other office equipment; apply and understand statutes, regulations, rules, policies and procedures related to a specific program or service; read and understand manuals and other detailed written instructions; review documents for completeness and conformance to established procedures and requirements; maintain records including manual and electronic files; type proficiently at a rate of speed acceptable to the hiring authority; type, format and produce routine business correspondence, reports and other materials using a personal computer; understand and follow oral and written directions; communicate and work cooperatively with others including co-workers, clientele and the public; add, subtract, multiply and divide numbers accurately; schedule meetings and appointments; perform reception duties. **Skill in:** the operation and use of modern office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Legal Secretary I.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>2.154</u>	<u>2.151</u>	<u>2.153</u>	<u>2.156</u>	<u>2.158</u>
ESTABLISHED:	7/1/81R 6/5/81PC	9/1/69	6/7/65	6/7/65	8/6/87
REVISED:	7/29/81-3		8/3/70	8/3/70	
REVISED:			12/10/76		
REVISED:		12/14/78-3	12/14/78-3	12/14/78-3	
REVISED:		8/6/87	8/6/87	8/6/87	
REVISED:	7/1/89P 9/27/88PC	7/1/89P 9/27/88PC	7/1/89P 9/27/88PC	7/1/89P 9/27/88PC	7/1/89P 9/27/88PC
REVISED:					6/9/89-3
REVISED:	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC