



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

ACE

Legal Secretary

SERIES PURPOSE: The purpose of the Legal Secretary occupation is to provide secretarial and specialized legal assistance.

CLASS CONCEPT: The class works under general supervision and requires knowledge of administrative policies and procedures, legal terminology, legal forms and documents, legal practices and procedures, litigation, basic real estate terminology and transactions; clerical and secretarial procedures in order to provide secretarial and non-routine administrative support, independently formulates decisions and/or judgments involving non-legal interpretation of policies and procedures as they would apply to given situation to resolve problems, to prepare correspondence and/or reports or to carry out other assignments. The work is specialized and requires knowledge of the preparation and processing requirements of legal documents, legal terminology, civil procedures and discovery, sources of law and the court system.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Receives and screens visitors and telephone calls; responds to inquiries on a variety of matters such as the status of pending cases, contracts, appeal procedures, arbitrations, other legal proceedings, etc.

Schedules and arranges meetings and conferences and notifies interested parties; arranges travel.

Operates personal computer to produce legal documents and correspondence; may take or transcribe legal dictation, minutes of meetings, and taped records of conferences.

Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, format, and content.

Inputs, retrieves, updates, and deletes information using computerized databases.

Sorts, opens, logs, and distributes incoming mail to staff, attaches incoming correspondence to case file and related materials needed for action.

Composes routine letters and memoranda and prepares reports.

Establishes and maintains office files, logs, indices, legal references, etc.

Determines need for and requisitions supplies, equipment, and repair and maintenance services.

Operates standard office equipment such as calculators, duplicating machines, etc.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: legal practices and procedures, legal terminology, English grammar and composition; administrative practices and procedures*; office policies and procedures; clerical and secretarial procedures, computer software, university policies and procedures*; departmental regulations, policies and procedures*.

Skill in: operation of dictation/transcription equipment; operation of personal computer.

Ability to: deal with problems involving several variables in somewhat unfamiliar context; write routine business letters, evaluations, and records; gather, collate, and classify information about data, people, or things; move fingers easily to perform manual functions; assess questions and provide appropriate information or referral; apply instructions and/or guidelines as appropriate in the performance of duties; answer inquiries from employees, officials, and the public.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: Bachelor's degree; or a minimum of three years of experience in clerical and administrative support and general office procedures. Strong typing and computer skills including word processing, spreadsheets, and database capabilities. Good communication skills, organizational skills, and attention to detail.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable