

LEGAL SECRETARY III

NATURE OF WORK: Under general supervision performs paraprofessional work of considerable difficulty in a variety of legal secretarial and office duties; performs other work as required or assigned.

TYPICAL DUTIES: (Illustrative Only) Formats and types letters, memoranda, and various legal documents from copy, rough draft, and dictating machine; establishes filing systems and devises methods of office operating procedures; schedules appointments and meetings; opens new case files; interviews clients; provides disclosure information to attorneys; maintains calendars for all court dates and time limits on all matters; prepares board agenda items; prepare adoption cases; coordinate or assist with public records requests and responses to subpoenas; electronic filing and maintenance.

May include all or part of these duties: participating in the hiring of new personnel; and maintaining personnel files and time sheets.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of:

- modern office practices, procedures, and equipment;
- business English, spelling, punctuation, and grammatical usage;
- legal terminology and forms;
- Microsoft Outlook, Word and Excel.

Working knowledge of:

- principles and practices of supervision. (only if employee will be supervising employees)

Considerable skill in:

- the use of word/data processing equipment;
- data collection through personal interviews;
- using general mathematical principles;
- carrying out instructions furnished orally or in written forms;
- communicating oral and written instructions to others;
- evaluating work performance of support staff; (only if employee will be supervising employees)
- making accurate observations.

Ability to:

- plan and carry out assignments with minimal supervision;
- maintain records and prepare reports;
- establish and maintain effective working relationships with employees, other agencies, and the public;
- communicate effectively verbally and in writing;
- follow verbal and written instruction.

MINIMUM QUALIFICATIONS: Four (4) year experience as a legal secretary; OR an equivalent combination of experience, education, and training which provides the desired knowledge, skills, and abilities of this classification; must possess and maintain a valid Arizona driver's license if position duties require.
