

SUPPLEMENTAL JOB DESCRIPTION

Classification: Legal Secretary III

Function Code: 5963-077

Position Title: Legal Secretary III

Date Established: 08/27/12

Position Number: 9TEMP

Date of Last Amendment:

SCOPE OF WORK: To perform diverse legal clerical duties in achieving daily objectives relating to Liquor Commission Enforcement reports, documents, and agendas.

ACCOUNTABILITIES:

- Takes dictation and/or transcribes legal tapes and types handwritten materials, including pleadings, correspondences and other specialized legal documents and memoranda.
- Prepares briefs and proof reads other related legal documents
- Receives, opens and distributes legal correspondence for an assigned organizational unit.
- Review and audit criminal arrest reports, criminal and administrative investigative reports, and discovery requests
- Operates Word processing, MS Excel, Outlook and other related software (i.e. IMC Criminal Data Base) and office equipment to input and retrieve a variety of data.
- Sorts and files arrest reports, incident reports, criminal complaints, and administrative complaints.
- Operates simple office machines in the performance of clerical operations where conditions of work require no previous training in their use.
- Provides assistance to other units at Enforcement, answering phones, dealing directly with the public, interacts with county attorney personnel and local prosecutors and defense attorney's, and other miscellaneous office related tasks.
- Sorts and Files correspondence and confidential documents alphabetically, numerically or by other established classifications; removes material from files upon request.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or two years of college with a major in law, paralegal studies, a related legal field or secretarial science. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in a secretarial position, including experience in a legal office or an area which provided experience with legal terminology. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

SPECIAL REQUIREMENTS: Must be proficient in MS Word, Excel, and Outlook, and must be familiar with operating typical office equipment.

For appointment consideration, Legal Secretary III applicants must successfully participate in a written examination and transcribe a narrative passage from dictating equipment. These examinations measure possession of knowledge, skills, and abilities identified as necessary for satisfactory job performance by this class specification.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: Deputy Chief Scott Dunn # 14297

Supervisor's Signature

Jennifer J. Elberfeld MR

Date Reviewed

08/27/12

Division of Personnel

Date Reviewed