

SUPPLEMENTAL JOB DESCRIPTION

Classification: Legal Secretary IV

Function Code: 5694-081

Position Title: Legal Secretary IV

Date Established: 12/01/1996

Position Number: 18230

Date of Last Amendment: 01/15/2020

SCOPE OF WORK: To provide legal secretarial and administrative services to the Legal Division, including clerking Commission hearings and processing filings.

ACCOUNTABILITIES:

- Provides administrative support to attorneys and paralegals in the Legal Division, including, but not limited to, typing, transcription, proofreading, printing, copying, document organization and binding, filing, and archiving. Sorts and delivers Legal Division mail.
- Assists in hearing preparation, including, but not be limited to, making filings with the Clerk's Office, preparing testimony summaries, and/or organizing data requests and responses by party in notebooks or separate file folders.
- Coordinates the filing and distribution of data requests and related responses, testimony, briefs, procedural correspondence, and other legal memoranda, to ensure efficient case management.
- Organizes and maintains legal documents and litigation files. Maintains docket-tracking and tickler systems for use by the Legal Division to assist in efficient case management.
- Clerks commission hearings to record appearances, interventions, and exhibits, makes note of other procedural matters, and may tape or digitally record proceedings. Processes exhibits entered into the record and bench requests in both electronic and physical formats.
- Assists Clerk's Office as necessary in organizing and processing filings and discovery requests and responses.
- Maintains hard copy files of internal memoranda and research materials for the Legal Division; maintains a database of orders drafted by attorney. Periodically reviews the O: Drive Draft Order folder and purges old drafts of orders that have been issued.
- Assists the Legal Assistant in organizing and updating resource materials in the Law Library for use by Legal Division and other staff. Assists the Legal Assistant in

maintaining the electronic Deadline and Compliance Calendars. Assumes duties of the Legal Assistant as necessitated by workload and absences.

- Assists the Legal Division Director in drafting, coordinating, and implementing standard operating procedures for the Legal Division.
- Assumes duties of Receptionist as assigned by the Executive Director or designee.
- Performs other duties as assigned, including, but not limited to, providing clerical support to other Divisions, such as typing, transcription, proofreading, printing, copying, document organization and binding, filing, and archiving.
- May conduct administrative support duties and/or receptionist duties in other divisions during coverage shortages or volume increases to support Commission operations.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or two years of college with major study 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: Three years' experience in a secretarial position, including experience in a legal office or in 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:

For appointment consideration, Legal Secretary IV applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

RECOMMENDED WORK TRAITS: Knowledge of modern office equipment and methods of operation. Knowledge of English usage and legal terminology including spelling, punctuation and grammar. Knowledge of legal forms. Skill in transcribing dictation to include legal language. Skill in typing accurately and rapidly. Ability to compose correspondence in acceptable form. Ability to supervise other employees. Ability to work independently on complex tasks. Ability to read and interpret legal records. Ability to establish and maintain effective working relationships with superiors, other employees, officials of state, local or federal governments and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of

work and is not intended to include every job duty and responsibility specific 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.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name and Signature

Date Reviewed

Supervisor's Name and Title: Catherine Marsellos, Legal Research Assistant

The above job description accurately measures this employee's job duties.

Supervisor's Signature

Date Reviewed

 VH

01/15/2020

Division of Personnel

Date Approved