

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LEGAL SECRETARY

JOB DESCRIPTION

Employees in this job coordinate office activities for Attorneys or Administrative Law Examiners, performing a variety of legal secretarial duties such as scheduling hearings, preparing legal documents and correspondence, docketing cases and maintaining court dockets and diaries, and providing information and direction to others. The work requires knowledge of legal, secretarial, office practices.

There are four classifications in this job.

Position Code Title – Legal Secretary-E

Legal Secretary 7

This is the intermediate level. The employee, in a developing capacity, performs a variety of legal secretarial and related duties while gaining knowledge and experience in legal secretarial practices, and the requirements of the work area.

Legal Secretary E8

This is the experienced level. The employee, with increased responsibility, performs a full range of legal secretarial and related duties in support of an assigned Attorney(s) or Administrative Law Examiner(s) and the ongoing operations of the office. The employee exercises judgment in making decisions where alternatives are determined by policies, procedures, and practices.

Position Code Title – Legal Secretary-A

Legal Secretary 9

This is the advanced level. The employee performs advanced, legal secretarial duties in support of assigned Attorney(s) or Administrative Law Examiner(s) and the ongoing operations of the office. At this level, the employee has increased responsibility in such areas as interpreting the supervisor's point of view; serving as liaison to the court system, staff, and higher level management; researching and preparing materials for administrative decisions and briefs; and participating in other advanced, legal secretarial activities.

Position Code Title – Legal Secretary-2A

Legal Secretary 10

This is the second advanced level. The employee performs an advanced level of administrative, legal secretarial and related duties for a director of a legal division. The employee is responsible for the most complex combination of legal secretarial duties and coordination of the administrative support functions of a legal division.

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NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Receives and screens visitors and telephone calls; responds to inquiries on a variety of matters such as the status of pending cases, administrative and court rules, and appeal procedures.

Schedules and arranges meetings and conferences and notifies interested parties; arranges travel for staff including scheduling transportation and making hotel reservations.

Operates keyboard equipment such as typewriters, word processors, and personal computers to docket cases, process information, record notices of hearings or postponements, correspondence, reports, and other data.

Operates keyboard equipment to produce legal documents such as pleadings, briefs, opinions, complaints, administrative decisions, orders, and subpoenas from verbal or written instructions, dictation, shorthand notes, rough drafts, or other materials which may be difficult to interpret and/or format. May insert and/or complete legal citations.

May take or transcribe legal dictation, minutes of meetings, and taped records of conferences, settlement discussions, or interviews.

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

Logs, docket, and schedules administrative hearings; prepares notices of hearings and sends to interested parties.

Composes routine letters and memoranda and prepares reports using knowledge of work area instructions and guidelines.

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Reviews legal documents to ensure they are in proper format and contain all necessary portions or related documents for court acceptance; files legal documents with proper courts.

Serves and files legal papers.

Prepares trial notebooks and exhibits listings for assigned attorney(s)' case presentation.

Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings.

Establishes and maintains office files, logs, indices, legal references, control records, and other information in connection with the work under the control of the assigned Attorney(s) or Administrative Law Examiner(s).

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

Assists in the preparation of financial reports; prepares travel vouchers, time keeping, and other personnel records.

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

Performs related work as assigned.

Additional Job Duties

Legal Secretary 9, 10

Serves as liaison between assigned Attorney(s) or Administrative Law Examiner(s), departmental personnel, and court systems; transmits privileged legal and other information among staff and authorized persons.

Schedules assigned Attorney(s) or Administrative Law Examiner(s) calendar of activities, including making commitments for meetings, conferences, or other engagements.

Maintains calendars for assigned Attorney(s) or Administrative Law Examiner(s) to ensure no scheduling conflicts and to inform attorney(s) of court imposed deadlines.

Schedules court appearances, assembles documents and exhibits, keeps check on pending cases to avoid default in filing pleadings, and maintains court dockets and diaries.

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Briefs supervisor on matters to be considered before staff meetings and on problems and issues affecting the supervisor's area of responsibility.

Makes recommendations for improving efficiency and economy of existing operations.

Maintains the legal library; researches and locates case law citations upon request.

Assembles and summarizes information from files, newspapers, journals, documents, and other available resources for use by the supervisor, staff, or others.

Procures and adapts computerized information to meet office support and management needs for record keeping and correspondence; serves as resource person to staff in utilizing system for projects, on-going information processing, and case management functions.

Gathers data for surveys or performs research on special subjects or projects.

Legal Secretary 10

Performs the most complex, administrative, legal secretarial activities which may be highly confidential and sensitive, for the director of a legal division.

Serves as liaison between the director of a legal division and staff or others; transmits directives, instructions, and assignments; and follows up on the status of assignments.

Establishes and revises forms, procedures, formats, and standards for office correspondence.

Coordinates the administrative support activities for a legal division.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the second advanced level.

Knowledge of office practices, procedures, machines, and equipment.

Knowledge of correct English usage, spelling, punctuation, and legal terminology.

Knowledge of the organization and composition of business letters, minutes, reports, charts, and numerical and tabular materials.

Knowledge of the techniques of receiving callers, making appointments, giving information, and explaining instructions and guidelines.

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Knowledge of the organization and maintenance of filing systems related to the work.

Knowledge of administrative hearing and court rules and procedures.

Knowledge of the application of instructions and guidelines to specific problems arising in the work area.

Knowledge of legal terminology and syntax, and of the content, organization, and format of legal documents and correspondence.

Knowledge of court and administrative hearing rules and procedures.

Ability to compose correspondence and reports.

Skilled typing ability and knowledge of personal computers, hardware, software, and related applications and systems.

Ability to follow complex instructions.

Ability to apply instructions and/or guidelines as appropriate in the performance of management support activities.

Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.

Ability to communicate effectively.

Ability to select and apply references such as dictionaries, English usage manuals, legal references, procedures manuals, and computer guides.

Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.

Ability to perform mathematical calculations.

Ability to skillfully operate word processing equipment and/or personal computers.

Ability to transcribe documents from written, oral, or computer generated formats.

Ability to interpret instructions and guidelines in order to make decisions and take necessary actions.

Ability to determine work priorities.

Additional Knowledge, Skills, and Abilities

Legal Secretary 9, 10

Knowledge of the supervisor's and assigned Attorney's or Administrative Law Examiner's point of view and priorities.

Knowledge of office organization, workflow, and procedures.

Knowledge of forms used in the work.

Knowledge of content and format of legal documents.

Knowledge of the mission of the legal division to which assigned.

Knowledge of the application of instructions and guidelines to specific problems.

Knowledge of administrative hearing and court rules and procedures.

Ability to abstract and present significant facts from data.

Ability to interpret and apply complex rules, regulations, policies, and procedures.

Ability to analyze and assess services and operations for quality efficiency and effectiveness, and to make recommendations.

Ability to coordinate the work of other administrative support staff within the legal division.

Working Conditions

There may be stressful conditions such as workloads and/or deadlines inherent in certain positions.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Legal Secretary 7

Two years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to 6-level administrative support experience.

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Legal Secretary E8

Three years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year involving legal secretarial practices equivalent to a Legal Secretary 7.

Legal Secretary 9

Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years involving legal secretarial practices equivalent to a Legal Secretary 7 or one year equivalent to a Legal Secretary E8.

Legal Secretary 10

Five years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years involving legal secretarial practices equivalent to a Legal Secretary E8 or one year equivalent to a Legal Secretary 9.

Special Requirements, Licenses, and Certifications

Some positions may require stenographic skills.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
LEGALSEC

Job Code Description
Legal Secretary

Position Title

Position Code

Pay Schedule

Legal Secretary-E

LGLSECE

W41-006

Legal Secretary-E

LGLSECE

NERE-003

Legal Secretary-A

LGLSECA

W41-011

Legal Secretary-A

LGLSECA

NERE-042

Legal Secretary-2A

LGLSEC2A

W41-012

Legal Secretary-2A

LGLSEC2A

NERE-043