

LEGAL SECRETARY II**I. BASIC FUNCTIONS:**

The employee occupying the position of this class is responsible for performing highly skilled legal secretarial work, administrative work, and some paralegal tasks.

II. DISTINGUISHING CHARACTERISTICS:

The Legal Secretary II is expected to perform highly skilled legal secretarial and administrative duties, to include overall office management and supervision, maintenance of the budget and office accounts, and occasional paralegal tasks. The work involves handling confidential files and requires the employee to maintain the confidentiality of attorney/client communications and work product. Transcription may occasionally be required. The full performance of this class requires an understanding of legal procedures, legal terminology, document formatting, and scheduling. This position requires a high level of accuracy, attention to detail, and sound judgment.

Supervision Received:

General supervision is received from the Borough Attorney who reviews work for standards of accuracy, style of presentation, thoroughness, and quality.

Supervision Exercised:

The Legal Secretary II shall supervise the Legal Secretary I position and any other permanent or temporary clerical staff as may be assigned to the law department.

Working Conditions/Work Environment:

The work environment is an office setting, with noise levels ranging from quiet to moderately noisy depending upon the office equipment and activities in the office.

III. REPRESENTATIVE EXAMPLES OF WORK:

Responsible for all details involving overall office management, including, but not limited to, delegating tasks, managing the operation and continued functions of office equipment, computer network, various systems, and software, and follow through on purchases and repairs of software, systems, and equipment.

Reviews subordinate work for accuracy, content, and format prior to distribution.

Screens telephone calls and refers calls to the appropriate party; responds to inquiries and determines which matters can be handled independently; maintains appointment calendar for attorneys.

Opens and distributes incoming mail and schedules deadlines and due dates for responses; attaches related material; copies, files, and distributes to appropriate person or department.

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Types correspondence, memos, reports, minutes, and legal documents using correct legal formatting and terminology from dictation, drafts, or general instructions; prepares and finalizes briefs and more complex legal documents using proper citations and tables of authority; reviews work for legal requirements, format consistency, grammatical accuracy; organizes finished materials for review and distribution.

Oversees the compilation and organization of all legal documents, exhibits, excerpts of record, and other assorted material and attachments for meetings, hearings, court filings, and trial.

Organizes and manages case schedules and assorted logs for tracking timelines, projects, and reports; provides information, updates, and recommendations to the attorneys on various administrative issues; coordinates meetings with various departments and schedules conference calls; makes travel and hotel reservations for attorneys; registers attorneys and confirms attendance at seminars and conferences; prepares and organizes materials for attorney presentations.

Extensive knowledge and maintenance of all office files encompassing litigation, general matters, department issues, code revisions, research, opinions, brief bank, and general reference.

Oversee the establishment and organization of all office files and reference material; logs information into the database; classifies material for filing, retrieval, retention, and storage; inputs data into the TRIM system for retention purposes.

Performs research using an assortment of resources, including, but not limited to, federal authorities, Alaska Statutes, cases, Borough Code, legislation, and regulations; reviews legislation status.

Responsible for the maintenance of the law library and the ordering of new books and tracking of all updates and supplements.

Participates in preparing the department budget and monitors all department expenditures; creates purchase orders; processes bills and invoices for payment; tracks account status with Purchasing department and Accounts Payable; follows up on all changes to accounts, such as addendums, budget adjustments, and staff reimbursements; provides account status updates to Borough Attorney when requested.

Coordinates with the Finance Department regarding the tracking of collections matters (PFDs, judgments, forfeitures, bankruptcy, and taxes owed); prepares and processes PFD execution package for court filings.

Performs related work as required and special projects, as assigned.

IV. KNOWLEDGE, ABILITIES, AND SKILLS:

Extensive knowledge and understanding of rules and regulations required for preparing and filing briefs in Alaska and federal courts and various administrative entities, and preparation of excerpt of records.

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Considerable knowledge of legal secretarial and office practices, procedures, and techniques.

Considerable knowledge of correct and effective use of English grammar, legal terminology, and business arithmetic.

Knowledge of the basic principles and practices of clerical accounting, bookkeeping, and budgeting.

Ability to perform typing or stenographic work at an acceptable level of proficiency, as required by the position.

Ability to prioritize multiple tasks and projects.

Ability to maintain confidentiality associated with attorney/client communications and work product.

Ability to understand and execute oral and written instructions and to apply guidelines to varied situations.

Ability to express ideas and convey information effectively, both orally and in writing.

Ability to meet and communicate with the public, officials, and employees in a pleasant and courteous manner, and to establish and maintain effective working relationships.

Ability to become familiar with the specialized databases of the Borough Attorney's office, employ appropriate information technologies, and perform legislative research.

Ability to maintain and prepare financial and budgetary records and reports.

Ability to establish and maintain accurate legal records and files.

Skill in the use of office machines and equipment, as required by the position.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Five years of progressively responsible legal secretarial experience involving the broad scope of legal secretarial functions.

Prior successful experience in providing staff guidance and supervision, and in promoting a cohesive, team-oriented work group.

Valid Alaska driver's license and a clear driving record required.

LEGAL SECRETARY II**VI. ADDITIONAL INFORMATION:****Tools and Equipment Used:**

General office equipment and tools, including computer, printers, typewriter, transcriber, fax machine, copiers, calculator, binding machine, telephone, microfiche. Motor vehicles.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the position, the employee is required to sit for long periods, and to frequently talk and hear, and to use hands to finger, handle and feel. They are also required to periodically stand or walk, and occasionally to climb, balance, stoop, kneel, or crouch, and to reach with hands and arms. The employees may be required to lift up to 25 pounds, and on occasion, if required, to lift a full box of files, up to 35 or 40 pounds. The employee may occasionally drive a vehicle.

Specific vision abilities required by this position include close vision, the ability to adjust focus, and adequate vision for the safe operation of vehicles in daylight, darkness, and in all weather conditions.