

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 006114
Grade 15**

LEGAL SECRETARY I

DEFINITION OF CLASS:

This is entry level legal secretarial work performing a variety of duties in support of a team of attorneys requiring a specialized knowledge of legal documents and processes. Personal contacts are with County Government managers and employees at all levels, court personnel, lawyers and other employees of law firms, and the general public for the purposes of coordinating work, scheduling meetings/depositions; receiving and exchanging information relative to assignments, and to explain procedures which are used by the County Attorney's Office. Limited direct service and assistance to the public is required in this class.

An employee in this class, under general supervision, is responsible for providing the overall secretarial support duties for a team of attorneys. Duties and responsibilities include preparing legal documents such as memoranda, letters, complaints, answers, motions, discovery, orders, and briefs; submitting legal documents to various courts in a timely manner; reviewing outgoing documents to check for appropriate format and filing procedures; coordinating and scheduling meetings and cases between attorneys and clients; and screening incoming correspondence for subject matter and team assignment and entering into the computerized work management system. Guidelines in the form of office procedures, manuals, laws, codes, and case files are available; however, some moderate degree of interpretation to specific situations is required. The employee works in compliance with these procedures, referring unusual situations to an attorney for resolution. The complexity of this class of work is marked by the various assignments involving a variety of processes and methods required to perform the work, such as identifying and selecting the various procedures associated with all courts, administrative bodies, State, County, and local agencies and their functions. Actions to be taken differ, depending upon the source of information and/or the subject matter. The work product of this class facilitates completion of work assigned to attorneys by preparing pleadings, correspondence and other legal documents for signature. Work involves special physical demands due to the production-oriented operation of keyboard devices and Dictaphone equipment in support of the assigned team of attorneys.

EXAMPLES OF DUTIES: (Illustrative Only)

- Prioritizes, prepares, and types a variety of legal documents including complaints, answers, motions, discovery, memoranda of law, letters, orders, and briefs using word processing equipment.
- Takes and transcribes complex dictation involving extensive use of legal terminology.
- Researches files and records for legal precedents, referenced case law or review of County Code reference.
- Reviews various legal documents to assure that all relevant materials are complete, and conforms to pertinent laws, rules, regulations, and office requirements; submits legal documents to the court in a timely manner, assuring that appropriate filing procedures have been followed.
- Maintains attorneys' calendars, to include scheduling appointments, establishing priorities of appointments, rescheduling as necessary, and coordinating the scheduling of meetings, conferences,

and depositions.

- Serves as liaison between attorneys and client/agency employees, contract attorneys, outside attorneys, court personnel, and witnesses.
- Screens incoming correspondence for subject matter content and team assignment, and enters information into the work management system.
- Receives and screens telephone calls pertaining to a variety of legal inquiries, many involving research and/or referral.
- Maintains office filing systems, to include sorting and filing correspondence, cases and other materials by alpha or numerical order.
- Updates law books and manuals, County Code, Administrative Procedures, etc.
- Conducts routine maintenance of printers and fax machine.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of legal terminology and procedures.
- Knowledge of legal forms and documents.
- Knowledge of standard legal office practices and procedures.
- Knowledge of English grammar, spelling, and punctuation.
- Knowledge of word processing programs and functions and office information systems.
- Skill in operating word processing and peripheral equipment.
- Skill in operating standard keyboards at the approved rate of speed.
- Skill in transcribing dictation using Dictaphone equipment.
- Ability to follow directions, organize assignments and to work independently in the absence of specific instructions.
- Ability to exercise good judgment, courtesy and tact in receiving office callers and in making proper disposition of problems.
- Ability to compile, organize and assemble data required for reports and other projects.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of legal secretarial experience.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education or experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: January, 1989

Revised: December, 1994
April, 2010
August, 2013
October, 2014