

Florida State Courts System Class Specification

Class Title: Legal Secretary

Class Code: 2101

[Pay Grade 10](#)

General Description

The essential function of the position within the organization is to provide legal clerical/secretarial support. The position is responsible for office tasks of responsibility. The position works under general supervision according to standard legal and office procedures.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Transcribes legal memoranda from dictation, court orders and Supreme Court responses; proofreads for grammar, spelling, accuracy of quotations, proper case citation and format, and distributes memoranda as appropriate.

Answers departmental telephones; provides information, directs callers to appropriate personnel or department, or takes and relays messages.

Serves as receptionist; greets visitors and checks in appointments; provides information, directs visitors to appropriate personnel or department, and/or determines income and assesses fees.

Performs clerical tasks, such as typing and processing documents such as letters, agreements, work orders or memoranda; performing research; processing and distributing mail; preparing paperwork for meetings; preparing reports; or maintaining calendars or record systems.

Transfers legal memoranda to research directory; prepares labels and filings; scans office files onto disks; assists in keeping a log of all case files and assigns new cases; maintains index of cases assigned and monitors current status; prepares periodic reports.

Performs special tasks such as signing materials in and out, screening cases and reviewing files, gathering data for special reports, or assisting with special projects.

Performs routine office tasks, such as scanning documents, performing data entry, faxing, filing or photocopying.

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Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

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Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor impact - affects only those in immediate work area.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or spreadsheets.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

High school diploma or GED, and two years of college or vocational school education in paralegal, office skills, computer operation or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None