

# LEGAL SECRETARY

Department: Town Attorney  
Classification: Competitive  
Specification Number: 1275  
Approved: 12/18/23  
Revised: By JG

## MINIMUM QUALIFICATIONS

### *OPEN COMPETITIVE*

Graduation from a standard senior high school or possession of a high school equivalency diploma, and one (1) year of secretarial experience in a law office.

## DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, an employee in this title performs legal secretarial work. The incumbent must be familiar with legal terminology, briefs, motions, petitions, legal format and procedures, and routine legal forms. The incumbent may also be responsible for routine clerical duties. Work is performed in accordance with established procedures and employees work with independence on routine assignments. Work is reviewed upon completion for content and accuracy. Does related work as required.

## TYPICAL WORK ACTIVITIES

Assists attorneys with secretarial tasks associated with the preparation, compiling, serving and filing of legal documents such as briefs, motions, petitions, orders, opinions and drafts of various kinds;

Types and proofreads correspondence on legal matters involving deeds, releases, easements, options, contracts, etc.;

Prepares routine legal forms in connection with the work of the Town Attorney Department;

Checks, proofreads and files documents to verify accuracy and completeness of citations and court proceedings;

May perform related clerical duties of indexing, posting, collecting legal fees or acting as a receptionist for the Department;

Operates standard office machines, including a computer;

Handles telephone calls concerning adjournments, postponements, etc. and arranges meetings.

## KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Excellent knowledge of legal terminology, the general course of legal proceedings and legal forms; good knowledge of office practices; good knowledge of business English, spelling and arithmetic; good skill in typing accurately at a reasonable speed; ability to understand and carry out complex written and oral instructions; ability to establish and maintain effective working relationships with attorneys, other employees and the general public; ability to compose routine letters independently; physical condition commensurate with the demands of the position.