

## The Maryland-National Capital Park and Planning Commission

TITLE: Legal Secretary  
SERIES: Legal

GRADE: F CODE: 2409  
DATE: 1/13/88  
FLSA: Non-Exempt  
EEOC: Office/Clerical

### Class Definition

Under direction, performs legal secretarial work involving moderate responsibility, complexity, and variety. Works with attorneys to conduct routine legal research, review legal documents, and perform a variety of secretarial duties of a legal nature. Performs other related duties as assigned.

### Examples of Important Duties

1. Prepares documents for work unit. Operates typewriter or microcomputer with word processing software to type a variety of legal documents (e.g., briefs, monitors, interrogatories, depositions, legal opinions, contracts), plus general correspondence and reports, from copy, rough draft, or recording. Uses proper legal format, citations, and terminology. Reviews, edits, and proofreads work and makes corrections. Coordinates photocopying, printing, collating, and binding of legal documents in accord with court requirements.
2. Coordinates cases. Coordinates litigation within the office and with outside attorneys. Assembles information from Commission units to be used in cases. Writes routine correspondence. Maintains case schedules and court dockets. Goes to courthouse to file and obtain copies of legal documents. Distributes copies of legal documents to opposing legal counsel, Commission units, and others as appropriate. Maintains case files. Keeps attorneys advised of deadlines, documents received, and other matters.
3. Conducts legal research. Reviews legal codes, case reports, law reviews, and other legal reference books and journals to identify and summarize laws and cases on given subjects.
4. Receives, opens, and screens mail for work unit. Maintains log of legal documents received. Takes action on routine matters (e.g., writes reply, sends document) or refers to other person.
5. Serves as receptionist for office. Greets and screens visitors. Answers telephone. Responds to routine information requests or directs visitors to other persons. Makes photocopies upon request.
6. Maintains office filing systems. Sorts and files correspondence, cases, and other items by alphabetical or numerical order. Maintains law library. Updates loose leaf reference books. Retrieves items from files.

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Important Worker Characteristics

- A. Knowledge of (1) Commission activities;\* (2) Commission organization,\* (3) Commission policies and procedures;\* (4) court system; (5) legal forms and litigation procedures; (6) legal terminology; (7) County Laws and Regulations;\* (8) secretarial science.
- B. Skill in operation of (1) auto; (2) dictation equipment; (3) microcomputer; (4) photocopier; (5) telephone switchboard; (6) typewriter; (7) word processing software.
- C. Ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read routine reports and correspondence; (4) write routine reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) proofread typed materials; (7) speak clearly; (8) organize work efficiently; (9) provide courteous and informed service.

\*Developed primarily after employment in this job class.

Minimum Qualifications

- 1. High school graduation or GED and three years of secretarial experience including at least one year of legal secretary experience; or
- 2. An equivalent combination of education and experience.
- 3. Valid Maryland driver's license or the ability to acquire one.
- 4. Ability to type or data enter 60 words per minute.

Working Conditions

Works in office. Some driving. Moderate pressure to meet deadlines.