

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class

LEGAL SECRETARY 1 (01800)

**Abolished Effective July 1, 2007**

Definition: Performs legal technical and secretarial works for an attorney, Administrative Law Judge, Industrial Appeals Judge, review judge or equivalent.

Distinguishing Characteristics: This class differs from general clerical and secretarial classes in that Legal Secretaries work more as personal assistants to attorneys, Administrative Law Judges, Industrial Appeals Judges, review judges or equivalent to whom assigned. They also have greater responsibility than legal stenographers or other clerical support classes to initiate their work in relieving the attorney, Administrative Law Judge, Industrial Appeals Judge, review judge or equivalent of technical aspects of legal practice.

Typical Work

Receives and reads incoming mail; associates mail with hearing file; retains and composes answers to procedural correspondence for supervisor's approval; routes balance to attorney or Administrative Law Judge, calling attention to items needing immediate consideration;

Plans, schedules, initiates and carries out all legal form preparation, correspondence, clerical processing, court filing, and notifications necessary for presentation of cases by staff attorneys, or hearings by Administrative Law Judges; examines documents and affidavits to assure that all necessary legal steps and points have been covered, and that all legal deadlines and due process requirements are met; advises attorneys of upcoming trial commitments and special items needing their attention;

Selects and makes shorthand verbatim transcription of significant jury trial testimony for review by attorney during preparation of arguments; makes shorthand transcription of judge's instructions to jury and of court orders; transcribes official hearing transcript for Administrative Law Judge upon request;

Schedules continuing hearings, coordinating docket with availability of attorneys, Administrative Law Judges, claims officers or other fair hearing coordinators; organizes hearing dockets and prepares weekly hearing schedules; arranges for interpreters to appear at hearings, and processes vouchers for payment for interpreter services provided;

Schedules and completes arrangements for witness appearances at trials and hearings to minimize their loss of time, using her own knowledge of specific cases and hearing schedules;

Prepares instructions to the jury for use by judge; prepares hearing exhibits for the judge, and selects and mails exhibits to parties in advance, according to the nature of case, selects stock paragraphs, interpolates, or originates new ones as needed; submits to supervisor for approval;

Studies/reviews case files, makes sure all required documents are included and are complete and accurate, and prepares proposed court orders for use by judge in criminal, domestic and civil actions; originates provisions where guidelines are not available; submits drafts for supervisor's approval;

Calls other attorneys and parties to legal actions to obtain or relay technical information; assists attorney, Administrative Law Judge or review judge with scheduling; makes note of the appearance of parties, witnesses and interpreters at hearing; makes note of non-appearance of appellant for default;

Performs other work as required.

Knowledge and Abilities

Knowledge of: legal terms and phraseology; legal forms and documents and their processing; office practices, state government, methods and appliances; business letter writing; correct punctuation, spelling and grammatical usage; court procedures; sources for checking legal citations.

Ability to: take and transcribe dictation; type rapidly and accurately; understand and follow written and oral instructions; prepare legal reports and correspondence independently; learn, apply and interpret laws, policies and procedures; use good judgement in evaluating situations and making decisions; maintain effective public relations.

#### Desirable Qualifications

Associate of Arts degree in Legal Secretarial Science or equivalent degree from an accredited college (90 total quarter credit hours or equivalency, with at least 20 quarter credit hours or equivalency in Legal Courses) OR Legal Secretary certificate or equivalent certificate from an accredited vocational institute.

#### OR

Graduation from high school or GED equivalency and one year of clerical typing or stenographic experience, and one year of legal secretarial experience for an attorney, Administrative Law Judge, Industrial Appeal Judge, review judge or equivalent.

Completion of a Legal Secretarial Course offered by a community college or business school (45 total quarter credit hours or equivalency in semester hours, with at least 10 quarter credit hours or equivalency in Legal Courses), may be substituted for one year of clerical, typing or stenographic experience.

Legal secretarial experience may be substituted, year for year, for education.

General revision: 5-1-68

General revision: 5-4-70

Revised minimum qualifications; general revision: 1-16-76

Revised minimum qualifications: 3-13-81

Revised minimum qualifications: 11-13-81

Revised definition, distinguishing characteristics and minimum qualifications: 7-11-96 (part of May 911 Legislation)