

## Legal Secretary III

Listing Number:

Opening Date: September 17, 2015

Closing Date Open Until Filled

### GENERAL DESCRIPTION

Performs moderately complex legal secretarial work. Provides legal and administrative support to attorneys in a small office environment and maintains communication with prosecutors, attorneys, courts, agencies, and the general public. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

### ESSENTIAL JOB FUNCTIONS:

Files legal and administrative documents.

Processes mail and maintains appointment calendars.

Answers the phone, providing general information or routing calls as appropriate.

Prepares and proofreads legal and administrative documents.

Maintains accurate record-keeping and filing systems.

Prepares statistical and administrative reports.

Data entry.

Performs related work as assigned.

Attends work regularly, Monday- Friday 8:00 AM – 5:00 PM.

### MINIMUM QUALIFICATIONS

#### Experience and Education

Graduation from high school or equivalent. One year full-time experience as legal secretary, paralegal, or court clerk. Experience and education may be substituted for one another.

#### Knowledge, Skills, and Abilities

Proficiency in MSWord, MSEXcel and WordPerfect. Knowledge of legal practices and terminology. Ability to be an effective team member and willingness to help others.

Organizational skills. Skill in prioritizing work load and meeting deadlines. Skill in effective communication, including proper use of punctuation, sentence structure, grammar and spelling.

Ability to type 45 wpm.

### PREFERRED QUALIFICATIONS

Bachelor's degree. Previous employment as an appellate court clerk. Familiarity with appellate court procedures and Texas Rules of Appellate Procedure. Knowledge of State Property Accounting and Record Retention.

### EMPLOYMENT CONDITIONS

Sitting or standing for long periods of time.

Answering the telephone.

Operating office equipment, including printers, scanners, copiers, and computers.

Lifting up to 20 pounds.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this

position: 27, 44, 5J. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at [http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_SocialServices.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_SocialServices.pdf).

A State of Texas Application for Employment with original signature is required. Please refer to the Texas Workforce website: [www.WorkInTexas.com](http://www.WorkInTexas.com).