

**SENIOR SECRETARY**

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**DEFINITION**

Under minimal supervision, performs specialized, complex and confidential legal secretarial work for judges and/or executive staff. Leads and reviews the work of Secretary I/II classes or other assigned employees within the department. Performs other related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the lower level Secretary I/II class in that the latter performs less complex legal secretarial work, while this class performs the more complex duties and or leads and trains the work of others. Duties at this level require independent decision-making and judgement to resolve unexpected or unusual issues.

**TYPICAL TASKS**

- Relieves judges and/or executive staff of routine administrative duties, which include independent preparation of correspondence;
- maintains calendars, schedules meetings and conferences, and makes travel arrangements;
- reviews documents submitted to the Court to ensure completeness, accuracy and compliance with legal and procedural requirements;
- prepares, types, proofreads and/or processes complex legal documents(e.g., correspondence, memoranda, jury instructions, search warrants, reports, forms, opinions, decisions, ruling and instructions) from instructions, drafts, dictation or transcripts;
- receives and screens visitors and callers; explains procedures; provides information and/or refers to other appropriate staff;
- leads, advises and serves as a technical resource for complex document processing
- may train, coach and review the work of others;
- reviews and processes mail;
- prepares agendas and minutes for various committees and meetings;
- schedules and/or coordinates assignment of visiting and pro tem judicial officers;
- performs advanced legal research;
- collects, compiles, verifies and presents data for statistical studies, reports and presentations;
- orders supplies and prepares work requests;
- may serve as a relief Courtroom Clerk;
- may maintain law library updates and files.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- legal terminology;
- laws, codes, rules of Court, phraseology and documents;
- legal procedures and practices involved in composing, processing, completing and filing legal documents;
- letter, report and meeting minute writing;
- principles of effective customer service;
- rules of English grammar, spelling and punctuation;
- the goals and functions of the Court executive team;
- clerical, financial and legal record keeping practices;
- modern office practices, procedures, equipment, and computer applications including Microsoft Word, Excel and e-mail systems.

### **Ability to:**

- act as a lead worker and direct the work of subordinates;
- communicate effectively, both orally and in writing;
- independently exercise good judgment in performing assigned duties;
- perform multiple activities and assignments, often simultaneously, which require attention to detail and accuracy;
- work effectively while under pressure and time constraints, utilizing professional and legal standards;
- handle difficult questions, problems and tasks with minimal direction;
- understand and explain complex legal concepts and procedures;
- provide public with procedural information and direct to appropriate locations for assistance;
- prepare complex legal documents and forms without assistance or advice;
- read, interpret and apply laws, policies, rules and directions with good judgment in a variety of situations;
- work independently and follow instructions;
- prepare clear, concise and accurate reports and records;
- set up and maintain confidential files and records;
- keyboard at a corrected rate of 50 wpm;
- take dictation or notes and transcribe accurately;
- operate a variety of office equipment;
- establish and maintain cooperative working relationships with others;
- make arithmetical calculations quickly and accurately.

## **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Communicate effectively with the public and Court staff. Dexterity and coordination to handle files and single pieces of paper. Moves objects weighing up to 25 lbs., such as files, stacks of papers, reference and other materials. Personal mobility to work in various office locations. Remain in a stationary position for prolonged periods of time.

**EXPERIENCE/EDUCATION**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required abilities would be:

Graduation from high school or G.E.D. equivalent -AND- Four years of increasingly responsible legal secretarial office and confidential executive leadership support work.

**OTHER CONDITIONS OF EMPLOYMENT**

- This position may require a valid driver's license.