

POSITION DESCRIPTION

Job Title: Legal Secretary I
FLSA Classification: Non-Exempt
Reports To: Managing Attorney, assigned Staff Attorney and Executive Director
Supervises: None
Working Relationships: Office Staff, Clients, Guests

I. DUTIES AND RESPONSIBILITIES:

A. Purpose of Position:

To perform comprehensive secretarial functions in a legal office.

B. Specific Duties and Responsibilities:

1. Word processing. Operation of branch office computer.
2. To type, Xerox, transcribe dictation, set appointments, meet and interview clients, to fill in as receptionist when necessary,, to prepare files and case records; to assume delegated duties from the Managing Attorney; or other duties as assigned or may be required by the Executive Director or designee.

C. Supervisors:

Executive Director
Managing Attorney
Assigned Staff Attorneys

D. Supervisees: As assigned.

E. Principal working relationships:

Executive Director
Managing Attorney
Office Staff Attorneys
Office Staff
Clients

II. QUALIFICATION CRITERIA:

A. Education:

High School or Business School graduate or equivalent required. Secretarial course work beyond high school preferred. Please identify school, specify courses taken, dates, and grades received.

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- B. Work Experience:
Prefer word processing experience, otherwise must be willing and able to learn as a condition of employment.
- Typing accurately at a minimum of 50 wpm; minimum of one year legal secretarial experience; knowledge of operation of office equipment.
- C. Language:
English. Ability to spell, proofread and read/write the English language will be tested. An ability to relate to the client community being served.
- D. Typing test will be given. Ability to understand and follow directions to perform basic word processing functions will be tested.

INLAND COUNTIES LEGAL SERVICES IS AN
EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES, AND HANDICAPPED ENCOURAGED TO APPLY