

Legal Secretary II

Position Details

Class Code: 0360

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, performs secretarial duties utilizing knowledge of legal terminology and procedures.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prepares legal papers and correspondence.
 2. Compiles, composes, and types correspondence and reports.
 3. Maintains legal records, office files, calendars, and resource materials.
 4. Maintains appointment and litigation calendars; electronically files legal matters with federal and state courts.
 5. Answers telephone, screens calls, and provides information to callers.
 6. Conforms to safety standards, as prescribed.
 7. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex, responsible secretarial duties and a thorough understanding of the needs and demands of a legal office.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to check long technical reports for conformance with given principles of style and format.
 2. Ability to plan and organize work.
 3. Ability to maintain confidentiality of information.
 4. Ability to interpret verbal and written instructions.
 5. Ability to learn established procedures.
 6. Ability to meet predetermined deadlines.
 7. Ability to perform editorial checking for grammar, spelling, and punctuation.
 8. Ability to set priorities.
 9. Ability to work flexible hours or shifts.
 10. Ability to work cooperatively with employees, other agencies, and the public.
 11. Ability to recognize hazards and apply safe work methods.
 12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Four (4) years of secretarial experience, including two (2) years of recent litigation experience as a legal secretary.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Experience with software applications (i.e., Microsoft Word, Microsoft Excel, Adobe Acrobat, Google Docs, etc.).

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District - Office of the General Counsel.

Work Environment

Strength

Sedentary/light - exert force up to 10 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, copy machines, telephones, tape recorders, fax machines, calculators, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/15/23
- Created: 08/02/91