

# Legal Secretary I

## Position Details

Class Code: 0365

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

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

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## Essential Duties and Responsibilities

The 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, files, calendars, and resource materials.
  4. Maintains appointment and litigation calendars.
  5. Makes travel arrangements and prepares travel claims.
  6. Answers telephone, screens calls, and provides information to callers.
  7. Conforms to safety standards, as prescribed.
  8. 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.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Ability to plan and organize work.
  2. Ability to maintain confidentiality of information.
  3. Ability to interpret verbal and written instructions.
  4. Ability to learn established procedures.
  5. Ability to perform editorial checking for grammar, spelling, and punctuation.
  6. Ability to set priorities.
  7. Ability to work flexible hours or shifts.
  8. Ability to work cooperatively with co-workers, supervisors, other Clark County School District personnel, students, and the public.
  9. Ability to recognize and report hazards and apply safe work methods.
  10. 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 Education Development (GED), foreign equivalency, etc.).
2. Three (3) years' secretarial experience, including one (1) year of experience as a legal secretary.

### **Licenses and Certifications**

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

### **Preferred Qualifications**

Ability to take shorthand (i.e., Gregg, speedwriting, stenography, etc.), at the rate of 80 words per minute and transcribe dictation which has been recorded.

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## **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.
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# Examples of Assigned Work Areas

Clark County School District legal offices.

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## Work Environment

### Strength

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

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, 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 to 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, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

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

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### 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: 07/01/89