

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
LEGAL SECRETARY 1

DEFINITION

This class is used only by the Department of Justice.

Assists legal staff in a program area in carrying out their program responsibilities by providing legal clerical, typing, and related support services of limited to moderate diversity and scope; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Types a variety of material including court filings, memoranda, letters and reports.

Relieves superior of routine administrative details such as requisitioning or ordering purchases, checking operating reports for accuracy and for conformance to policies and standards.

Provides information on office policies and activities to the public and staff members on request; relays instructions and messages of superior; informs personnel of changes in office policies, procedures, or rules.

Maintains appointment schedules; receives visitors and answers telephone, screens calls and callers either disposing personally of matters or referring them to appropriate personnel.

Reads, sorts, and distributes incoming mail directed to the division, or unit; assigns requests for information or other routine materials to the proper unit for disposition; when required maintains control records of materials received, routed or assigned by the division, or other unit.

Reviews the work of lower level clerical personnel for completeness and accuracy prior to necessary action or approval by the legal staff of the division or agency.

COMPETENCIES REQUIRED

Knowledge of spelling, punctuation, sentence structure, grammar and arithmetic.

Knowledge of business arithmetic: addition, subtraction, multiplication and division, including fractions and percentages.

Knowledge of basic office methods and procedures.

Knowledge of good human relations practices.

Knowledge of the basic principles of supervision.

Knowledge of the basic format of legal instruments and documents.

Knowledge of the purposes, objectives and organization of the Attorney General's Office.

Ability to perform intensive typing utilizing either word processing or conventional typewriting equipment.

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and handle routine decisions in accordance with agency policy.

Ability to follow oral and written instructions in detail and with accuracy and efficiency.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

One year of legal secretarial experience;

OR

satisfactory completion of post high school course work in an accredited legal secretarial, or closely related curriculum;

OR

one year of experience in the Attorney General's Office as a Secretary/Receptionist with training in legal secretarial skills.

NOTE:

All positions require the ability to type accurately at prescribed standards as evidenced by passing a typing performance test.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Justice.

Effective Date: 8/12 BR