

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

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 below 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, and checking operating reports for accuracy and 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 superiors; 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:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Selective Attention – Concentrate on a task over a period of time without being distracted.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Service Orientation – Actively looking for ways to help people.
- Time Management – Managing one's own time and the time of others.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) One year of full-time work experience in legal secretarial work.
- 2) Completion of an accredited certificate program for a legal secretary or related curriculum.
- 3) Current, continuous experience in the state executive branch that includes one year of full-time work as a Secretary/Receptionist.

Notes

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

Effective date: 05/25 KC