

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

Legal Secretary 3

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 typing, administrative, and related quasi-technical support services of extensive diversity and scope; may lead a small staff of subordinates; 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

Performs varied complex office administrative tasks; organizes and assigns work of office staff; relays complex and important instructions and messages. Plans work schedules for secretarial staff in a program area. May also schedule work of program area attorneys and monitor deadlines.

Types or directs the typing of a variety of materials, including court filings, memoranda, letters, and reports.

Organizes and maintains files and records of a confidential, complex, or otherwise sensitive nature.

Maintains litigation inventory for assigned attorneys, monitoring court deadlines and requirements.

Greets and screens visitors and callers, making referrals to appropriate personnel or personally resolving the matter; maintains appointment schedules, makes commitments for an executive; makes travel arrangements.

Provides detailed responses to information requests about programs and activities from readily available reference sources; composes correspondence in accordance with established policies.

Plans and maintains an adequate supply of office materials and supplies.

Attends board meetings and conferences and takes minutes; composes drafts of proceedings; prepares agenda in accordance with established practices and compiles materials in preparation thereof, conducts follow-up action independently.

Leads or reviews the work of clerical subordinates for completeness and accuracy prior to necessary action or approval by the administrator of the division or agency.

Competencies Required

Knowledge:

- Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of 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.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.

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.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 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.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.

- Coordination – Adjusting actions in relation to others' actions.
- 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) Three years of full-time work experience in legal secretarial work.
- 2) Completion of an accredited certificate program for a legal secretary or related curriculum and two years full-time work experience in legal secretarial work.
- 3) Current, continuous experience in the state executive branch that includes one year of full-time work as a Legal Secretary 2.

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