

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
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 supervise a small staff of subordinates; 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

Performs varied complex office administrative tasks; organizes and assigns work of office staff; relays complex and important instructions and messages. Plans work schedule 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.

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

Knowledge of good human relations practices.

Knowledge of basic office procedures, forms and format for legal filings.

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

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

Knowledge of good public relations techniques.

Ability to plan and organize workflow; to supervise and control the work of subordinates.

Ability to perform intensive typing under substantial pressure using either word processing or conventional typing equipment.

Ability to interpret and apply rules or policy in the disposition of minor administrative problems.

Ability to handle confidential work with tact and discretion; to follow complex oral and written instructions, in detail, with 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

Three years of legal secretarial experience;

OR

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

OR

one year experience in the Attorney General's Office as a Legal Secretary 2.

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