

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

## Legal Secretary 3

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### 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*