



## CLASS SPECIFICATION

Class Code: 13708  
Date Est: 05/1998  
Last Rev: 07/2010  
Last Title Chg:  
FLSA: non-exempt  
Probation: 6 months

### ADMINISTRATIVE LEGAL SECRETARY - JUVENILE SERVICES

#### **DEFINITION**

Under direction, performs highly responsible, confidential and complex administrative and legal secretarial duties for assigned County Departments; performs a variety of technical tasks related to assigned area of responsibility; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Six years of legal secretarial experience; OR an equivalent combination of related education and experience.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over specialized secretarial and clerical staff.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Participate in the selection of assigned staff; provide or coordinate staff training in work methods, techniques and the use and operation of equipment.

Plan, prioritize, assign, supervise and review the work of staff responsible for providing legal secretarial and related support services and activities; approve sick leave and vacations for employees.

Conduct performance evaluations for assigned staff; work with employees to correct deficiencies; implement discipline, grievance and conflict resolution procedures when necessary.

Provide secretarial and administrative support to assigned County Departments, using independent judgment and personal initiative to perform a variety of duties such as respond to routine letters and general correspondence; compose letters, memoranda, reports and press releases; maintain personal and court calendars; screen callers and incoming mail; and complete administrative details not requiring the immediate attention of management.

Compile, organize, prepare, maintain and summarize information and data on operations, budgets, case/ trial activity or other subject matter, as assigned by management, to facilitate administrative decisions on operations and functions.

Monitor and issue checks from assigned cash and reimbursement accounts; review invoices and determine eligibility for reimbursement; reconcile account ledgers, prepare and submit monthly reports as required.

Serve as primary resource for information regarding policies, procedures, operations and functions of assigned area(s); interpret regulations, policies and procedures; make decisions requiring specialized knowledge of technical practices and precedents.

Handle inquiries on the telephone and in person; answer questions and provide information where judgment, knowledge and interpretations are called for; resolve complaints and/or refer callers to appropriate source(s) as necessary.

Initiate and maintain a variety of resource materials, files and records (computerized and manual), including confidential files and records related to criminal cases; maintain control files on matters in progress; maintain and update resource materials.

Coordinate assigned services and activities with other divisions, outside agencies/organizations, the public and government officials to enhance the effectiveness of assigned area.

Provide legal secretarial support in criminal cases handled by the District Attorney, as required, including preparation of court documents, organization of files and coordination of court appearances.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental/divisional policies and procedures.

Laws, statutes, codes, regulations, and standards pertaining to the area of assignment.

Criminal justice system in Washoe County, including criminal statutes and local court procedures.

Organizational structure of Washoe County operations and services in relation to other agencies, departments, and community resources.

Management information systems and software programs used in the assigned area.

Terms and acronyms commonly used in the assigned function(s).

Office management principles and practices.

#### **Ability to:**

Supervise, organize, and review the work of legal secretarial personnel.

Select, train, and evaluate staff.

Access and operate departmental computer equipment and software.

Interact with a variety of individuals (internal and external to the organization) with courtesy, tact and diplomacy.

Coordinate services and activities with other programs, departments, agencies and organizations.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

#### **Knowledge of:**

Principles of supervision, training, and performance evaluation.

Principles and techniques used in dealing with the public.

Operations, services, and activities typical of comprehensive legal secretarial/support.

Terminology, forms, documents, procedures and practices commonly used in legal secretarial and clerical work.

Methods and techniques of fiscal, statistical, and administrative data collection and report preparation.

Accounts maintenance and bookkeeping techniques.

Modern office procedures, methods, and equipment, including computer equipment.

**Ability to:**

Use independent judgment, initiative, interpersonal skills and problem solving techniques to make appropriate decisions in routine and non-routine circumstances.

Read, interpret, apply and explain applicable laws, regulations and standards including administrative and departmental policies and procedures.

Read and interpret legal and non-legal documents from a variety of sources including law enforcement agencies/officers, attorneys and courts of varying jurisdiction.

Maintain confidential data and information.

Communicate clearly and concisely, orally and in writing, tailoring the message to the target audience.

Plan and organize work to meet schedules and timelines.

Write correspondence, memoranda, reports and other materials.

Initiate and maintain resource materials, files and records.

Compile, tabulate, analyze and interpret data and information.

Operate a personal computer and use a variety of software packages.

Work cooperatively with other departments, County officials and outside agencies.

Establish, maintain and foster effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use modern office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to type a minimum of 50 net words per minute with 95% accuracy rate.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*