



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior Legal Secretary	Job Code:	6051300	Job Grade:	09
Reports To:	Director or Administrative Attorney	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9311
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C or D	EEO Code:	F01

Summary of Functions: Performs and coordinates a variety of complex secretarial and administrative tasks to assist a unit or group of attorneys and assigned staff in drafting, processing, and preparing legal documents, correspondence, reports and applications; answers and properly routes routine telephone calls, ordering/maintaining office supplies, filing, and performing other general secretarial duties as directed.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Drafts, types and processes documents including legal documents, letters, memorandums, forms and applications.	25	E
2. Provides administrative support by researching questions, obtaining information, coordinating and disseminating information and following up on progress and status on projects within the legal department.	20	E
3. Assist in coordinating, scheduling and maintaining calendar of events for appointments and meetings.	10	E
4. Greets visitors, screens or route incoming calls, takes messages and answers routine inquires.	15	E
5. Maintains departmental files/records, disposition of records and conversion of files and completes necessary reports.	15	E
6. Enters and maintains case and statistical data, generates related reports and utilizes data terminals to access information.	05	N
7. Orders and maintains office supplies and equipment and receives and distributes mail to appropriate staff attorneys.	05	N
8. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Four (4) years job related experience or 60 college hours or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 60 wpm. Ability to interact effectively with the public and staff while maintaining confidentiality. Skilled in the utilization of personal computers with advanced word processing skills. Must pass pre-employment background investigation.

Physical/Environmental Requirements:

Ability to sit or stand for prolonged periods and lift/move inventory or files.

Hay Points/Point Factor:

HS12=100, EXP4=40, VM2C=20, PD1B=10, WH2C=40, WE2C=20, IC1C=25, DL2=10, PS2=15, RE1A=5, S1A=5, TTL: 290

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.