



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Legal Secretary	Job Code:	605110	Job Grade:	08
Reports To:	Supervisor	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: Provides routine secretarial support for a unit of attorneys to ensure completion of their work in an efficient and conscientious manner. Utilizes computer knowledge to create forms for documents that are used repeatedly, screens telephone calls, compiles routine data in established formats, organizes and maintains all files and calendars. Works with minimal supervision and relies on experience and judgment to plan and accomplish assigned tasks.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assists attorneys by making follow-up calls on their cases, retrieving documentation and evidence and drafting legal correspondence and documents utilizing standardized formats.	30	E
2. Serves as a liaison for the department: greets, screens and routes visitors and incoming calls, takes messages and/or answers routine inquiries.	20	E
3. Enters and maintains case and statistical data and generates related reports.	20	E
4. Maintains filing system, including receiving, filing, sorting, verifying and routing a variety of legal documents.	15	E
5. Assists attorneys with tasks such as making copies, delivering correspondence, filing papers with the courts and maintaining office supplies.	10	E
6. Provides limited assistance to attorneys regarding computer and/or software related issues.	05	N
7. 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. Three (3) years of work related experience or 45

hours of college credit or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 50 wpm, with proficiency in using word processing, spreadsheet and database software. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public while maintaining confidentiality.

Physical/Environmental Requirements:

May require prolonged sitting, standing and ability to lift and carry up to 25 lbs., unassisted.

Hay Points/Point Factor:

HS12=100, E3=30, VM2C=20, PD1A=5, WH1A=5, WE1C=5, IC2C=35, DL3=20, PS3=25, RE2B=20, SF1A=5, TTL=270 points.

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 10/17/11, 10/21/13

Approved by Civil Service Commission on

Date 10/17/11, 10/21/13

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. Any percentage of time included on 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.