

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

**TITLE:** Legal Secretary

Hours: 40 X 35 \_\_\_

**DEPARTMENT:** Law

Union \_\_\_ Mgmt X

**LOCATION:** Atlantic City

NJCSC Test Required: Yes X No \_\_\_

Grant Funded: Yes \_\_\_ No X

### **DEFINITION**

Under direction, performs legal clerical work involved in preparing and processing legal papers such as summonses, complaints, motions, and subpoenas which require a specialized knowledge of legal documents, terminology, processes, and procedures; does related work as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **REQUIREMENTS:**

#### **EXPERIENCE:**

Two (2) years of experience in the preparation and processing of legal documents such as subpoenas, writs, notice of motion, warrants, court orders, consent agreements, foreclosures, affidavits, and so forth.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester credit hours in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include keyboarding skills, methods, and procedures; other courses may include, but are not limited to, office procedures, word processing, and business English.

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

#### **EXAMPLES OF WORK:**

Initiates and composes standardized legal forms needed for specific legal action such as briefs, motions, orders, and extradition papers for signature by appropriate person.

Reviews legal documents for correct form and timeliness, annotating case files and status records to reflect receipt of such documents and due date for response or other actions required.

Maintains docket calendars and tickler systems, coordinating court appearances of attorneys, staff, and others with the clerk of the court.

Reminds attorneys and/or other staff members of court appearances and deadlines for submitting actions or documents.

Notifies witnesses of court appearances and of changes resulting from settlements or postponements.

Establishes, maintains, and closes out case files, annotating indices and status records, compiling workload and status reports, and locating and abstracting data from files and records.

Proofreads legal documents for appropriate legal citations.

Enters in docket book all information regarding criminal and other complaints such as initial plea dates, the plea entered, hearing dates, and final disposition of complaint.

Prepares list of scheduled hearings for approval by superiors.

Prepares and mails subpoenas to victims, witnesses, and police officers and others requesting their presence at a hearing and/or needed information.

May transcribe statements provided by victims, witnesses, and/or defendants.

Transcribes dictation of a complex legal nature either from recording equipment or by other means.

Contacts attorneys and others to ascertain their availability for court appearance due to the need to reschedule cases because of their postponement or adjournment.

May take and transcribe stenographic notes of conferences and hearings.

Types correspondence and various forms.

Maintains confidential case, follow up, and other essential legal records and files to assure that all pleadings are filed on a timely basis as prescribed by court rules, and that all court orders are complied with and that all letters are answered.

Prepares forms for court liaison person setting forth all pertinent information needed for presentation of the case to the judge.

Composes drafts of letters to be sent to clients, attorneys, or judges informing them of status of their cases, requesting information, or requesting papers to be filed and returned.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of legal terminology, standard legal forms, procedures, and processes.

Knowledge of the procedures for establishing and maintaining legal and other records and files.

Knowledge of modern office methods, procedures, and equipment.

Ability to locate and check legal citations and references and to proofread legal documents.

Ability to assemble data for and complete standard legal forms.

Ability to initiate form letters and other routine correspondence.

Ability to maintain dockets.

Ability to transcribe dictation from recording equipment, or by other means, with accuracy, speed, and neatness.

Ability to maintain confidential, follow up, and other legal records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401**

***- We are an Equal Opportunity Employer -***