



LANE COUNTY  
A014-B  
A015  
Revised 03/17/99  
Updated 05/24/04  
Updated 06/19/08  
Updated 07/13/10

**LEGAL SECRETARY 1 - Bilingual**  
**LEGAL SECRETARY 2**

*(Only the Legal Secretary 1 classification has a Bilingual designation)*

**CLASS SUMMARY:** To perform a wide variety of legal secretarial work; to perform a variety of technical and specialized office and team support duties; and to perform related duties as assigned.

**CLASS CHARACTERISTICS:** Legal Secretary 1-Bilingual: This is the entry-level class in the Legal Secretary series. This class is distinguished from the Legal Secretary 2 by the performance of the more routine tasks and duties assigned to positions within the series including typing legal documents and maintaining files. Since the class is typically used as a training class, employees may have only limited directly related work experience.

Legal Secretary 2: This is the full journey level class within the Legal Secretary series. Employees within this class are distinguished from the class of Legal Secretary 1-Bilingual by the performance of the full range of duties as assigned including difficult and complex legal secretarial work requiring a thorough and specialized knowledge of legal terms and formats, and department and court procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures.

**SUPERVISION RECEIVED:**

Receives general supervision from assigned supervisory personnel.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

- |    |   |
|----|---|
| 1. | Performs legal secretarial, office and team support duties.   |
| 2. | Prepares and types legal documents including motions, orders, affidavits, complaints, pleadings, subpoenas, indictments, and disposition forms. |
| 3. | Processes documents in accordance with court procedures.  |
| 4. | Initiates, distributes, maintains, and closes case files and corresponding computer systems; maintains card on all active files.                |
| 5. | Composes or types from dictation, letters and correspondence.   |
| 6. | Schedules hearings and court appearances and notifies the courts and appropriate  |

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Legal Secretary 1 – Bilingual and Legal Secretary 2 (Continued)

	parties.
7.	Gathers appropriate documents and coordinates witness appearances in preparation for hearings or trials.
8.	Maintains logs; maintains statistics and prepares reports.
9.	Provides information to attorneys, police agencies, other government agencies, and the general public.
10.	Retrieves information from computer including record checks.
11.	Prepares trial schedules for District, Circuit, and Juvenile Court.
12.	Provides support for the extradition of fugitives.
13.	Prepares wage assignments and other related documents for family law.

**Knowledge of** (position requirements at entry):

**Legal Secretary 1-Bilingual and 2**

- Legal terminology and formats.
- Court processes and procedures.
- Elements of correct English usage, spelling, grammar, punctuation, and vocabulary.
- Modern office procedures, methods, and computer equipment.
- Receptionist and telephone techniques.
- Modern filing systems and practices.
- Basic practices of statistical record keeping

**Legal Secretary 2** - In addition to the qualifications for Legal Secretary 1-Bilingual:

- Perform difficult and complex legal secretarial, office, and team support duties.

**Skills in** (position requirements at entry):

- Performing a wide variety of responsible legal secretarial, clerical, typing, and office support functions.
- Learning and applying specific rules, policies and procedures of the department.
- Operating a variety of standard office equipment and computer terminal.
- Preparing correspondence and reports from general instructions or marginal notes.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Typing at a net speed of 50 words per minute from clear copy.
- Effectively planning and prioritizing work.

**Training and Experience** (positions in this class typically require):

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial science, legal terminology and practices, office management or a related field is desirable. One year of general clerical and office assistance experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**Legal Secretary 2** - Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial science, legal terminology and practices, office management or a related field is desirable. Two years of responsible legal secretary experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**LEGAL SECRETARY 1 - BILINGUAL “B”**

*Bilingual designation is an adjunct classification of the Legal Secretary 1 only.*

Language - **Spanish**

**CLASS SUMMARY:** To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

- |    |   |
|----|---|
| 1. | Interpreting between English speakers and LEP persons.                    |
| 2. | Orally translating documents.   |
| 3. | Providing oral assistance.  |
| 4. | Providing written assistance, including some written document translation |

**Knowledge of** (position requirements at entry):

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

**Skills in** (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

**Training and Experience** (positions in this class typically require): An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

**NOTE:** These positions are represented by AFSCME Local 2831.

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**Classification History:**

Bilingual Legal Secretary 1 designation approved by HR Director 07/13/10. Memo requesting de minimis changes approved by County Administrator 06/19/08.

FLSA Status: Non-Exempt