

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: LEGAL SECRETARY II -
Legal Support

SALARY GROUP: A12

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bettie L. Wells DATE: 04/14/2015

POSITION #: 064069

I. JOB SUMMARY

Performs moderately complex legal secretarial work. Work involves providing legal and administrative support; and maintaining communication with clients, attorneys, agencies, and the public. Works under general supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares, proofreads, and edits legal and administrative correspondence and documents; and checks citations, quotations, footnotes, and references for accuracy.
 - B. Prepares standard forms, letters, and legal documents; organizes, indexes, and files legal and administrative documents; and maintains record keeping and filing systems.
 - C. Coordinates travel arrangements for legal staff and processes related paperwork and files.
 - D. Reviews and processes mail for legal staff; and answers the phone, providing general information and routing calls as appropriate.
 - E. Provides administrative and technical assistance to others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Four years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
- 3. Legal experience preferred.
- 4. Computer operations experience preferred.

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B. Knowledge and Skills

1. Knowledge of legal office practices, policies, procedures, and terminology.
2. Knowledge of business terminology, spelling, punctuation, sentence structure, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to plan work in order to meet established guidelines.
10. Skill to type 45 words per minute (with no more than 10 errors) preferred.
11. Skill to interpret and translate Spanish to English and English to Spanish preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, binding machine, telephone, and automobile.