

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

LEGAL RESEARCH SECRETARY

CLASS CODE: 99-71-21

POSITION PURPOSE

Provides administrative assistance to the Chief of Legal Research and Supreme Court staff attorneys, the Chief of Bar Admission/Secretary to the Board of Bar Examiners, and patrons of the law library by preparing and proofreading legal documents and writings, preparing and maintaining files on bar applicants, maintaining an inventory of library materials, processing vouchers to pay bills, and performing reception work. This position also works in coordination with the Legal Secretary to provide back-up administrative assistance to the Chief Justice and Associate Justices of the Supreme Court, and Supreme Court law clerks.

DISTINGUISHING FEATURE

This position is distinguished by the prioritization and efficiency of accomplished work, reliability in managing a multifaceted workload, and reliability in maintaining confidentiality and the best interests of the Supreme Court and Board of Bar Examiners.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Assists in the administration of bar examinations by ensuring that applications are properly received, and materials are obtained so that applicants may take the bar exam.
 - a. Receives applications for the bar examination, prepares receipts for application fees, prepares files for applicants, and mails or emails follow-up correspondence to applicants.
 - b. Orders supplies for bar examinations.
 - c. Assigns and distributes bar examination identification numbers to applicants and makes a seating chart for the examination.
 - d. Acts as a proctor for the bar examination.
 - e. Sets up conference calls, completes travel vouchers, prepares memorandums, etc., for the Board of Bar Examiners.
 - f. Prepares hearing files.
 - g. Maintains historical records of all applicants for bar examinations, examination scores, and bar examination question assignments.
 - h. Answers telephone calls, emails, and written requests regarding the bar examination requirements and sends applications, and rules and regulations as requested.

2. Assists with procedures for bar applications without examination by ensuring applications are properly received and processed, answering telephone calls, emails, and written requests regarding applications without examination requirements.

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3. Assists in the administration of the public service pathway bar admission program by ensuring applications and participant submissions are properly received and processed, answering telephone calls, emails, and written requests regarding the program.
4. Assists in administering the operation and maintenance of the law library, ensuring books, pocket parts, and materials are properly ordered, received, inventoried, returned, filed, billed, and tracked.
 - a. Maintains the catalog, directs library patrons to references, and assists with research requests.
 - b. Opens and closes the library.
5. Provides administrative support to Supreme Court staff attorneys by proofreading legal memos to verify correctness of formatting and citations, and submits and distributes corrected memos as directed.
6. In coordination with the Legal Secretary, proofreads legal opinions and special writings submitted by the Chief Justice, Associate Justices, and Supreme Court law clerks to verify correctness of formatting and citations. Submits corrected writings to the Supreme Court Clerk's Office for filing and distributes copies as directed. Provides additional back-up administrative support as needed.
7. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position does not have supervisory authority.

ESSENTIAL FUNCTIONS REQUIRE

Performing work at a desk for extended periods of time; operating office machines such as a computer, telephone, copier, etc.; using hands for repetitive movement, including grasping, turning, and typing; lifting as much as 30 pounds; walking up and down stairs; and attendance in accordance with rules and policies. The incumbent is also required to work effectively with coworkers and the public, maintain confidentiality, manage stress, meet deadlines, and understand and communicate (verbally and in writing) procedures and practices.

PROBLEMS AND CHALLENGES

Challenges include explaining bar admission rules, procedures, and application processes; updating library materials quickly and accurately; and ensuring error-free work. A challenge includes remaining current on updated computer systems and administrative procedures. This is difficult because computer systems are updated often, and changes must be evaluated to determine their effect on the work at hand. Changes in procedures often have unseen impacts, so awareness and communication are important. Incumbents are further challenged to proofread the written work of several individuals. This is difficult due to personal writing styles and preferences in handling written materials. Incumbents must ensure that work has been proofread, is error-free, and is ready for distribution.

Problems encountered include understanding legal terminology, locating files and materials, accuracy of format, punctuation, and grammar, and organizing and prioritizing workload.

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DECISION-MAKING AUTHORITY

Decisions include answering inquiries about the bar admission, sending appropriate information, ensuring proper location of materials in the library, filing appropriately, formatting and grammar in draft memorandums or opinions, and preparing vouchers.

Decisions referred include answers to technical questions; overall bar examination procedures and processes; sentence structure changes; content of non-routine editions and publications; and budget requests or purchases.

CONTACT WITH OTHERS AND PURPOSE

Daily contact with the Chief of Legal Research and Supreme Court staff attorneys to provide administrative assistance with legal work and the law library, and with the Chief of Bar Admission regarding administrative assistance with the bar application process. Routine contact with the Board of Bar Examiners and applicants to answer questions; with the HELP desk staff and other IT staff to resolve computer issues; the fiscal staff regarding vouchers; with central services for printing and mail services; and with the Legal Secretary to determine when back-up assistance is needed in providing support for the Chief Justice, Associate Justices, and Supreme Court law clerks.

WORKING CONDITIONS

The incumbent works in a typical office environment.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills, and Abilities:

Knowledge of:

- English, grammar, and punctuation;
- legal terminology;
- legal citation;
- use of the law library;
- procedures related to bar admission;
- alphabetical and numerical sequences as they apply to sorting or filing;
- computer applications such as Word, Excel, Internet Explorer, and Outlook.

Skill in:

- typing or keyboarding at a highly proficient level;
- proofreading;
- time management;
- prioritizing and organizing tasks.

Ability to:

- deal with others courteously and effectively;
- communicate both orally and in writing;
- work with figures;

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- copy, compare, and summarize data from a variety of sources;
- follow instructions;
- maintain confidentiality;
- adjust to every-changing processes of computer and communication systems;
- learn the operation of various office machines.

Education:

Graduation from high school or possession of a GED certificate.

Experience:

Three (3) years of experience as a legal secretary or paralegal; or an equivalent combination of related education and experience.