

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Legal Secretary (Lead)	<u>CLASS NUMBER:</u> 10154.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days Lateral Transfer to new department: 60
<u>BARGAINING UNIT:</u> Teamsters	<u>PAY GRADE:</u> T5	<u>POSITION CONTROL #:</u> 085009
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Attorney 2 (085004)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Legal Secretary (Lead) classification is to provide advanced secretarial and administrative support to the department, such as preparing legal documents in accordance with legal requirements, case docketing and court filing procedures, maintaining and organizing the attorney's calendar and dockets.

JOB DUTIES:

Type, prepare and proofread routine reports, legal documents, correspondence, pleadings, and other legal material (e.g., pleadings, affidavits, legal briefs, summons, court and administrative subpoenas, etc.), in accordance with all applicable statutes, rules, regulation and other legal requirements. Enter accurate information into the computer system to include names, addresses, and dates of birth; update information as necessary. Maintain hearing codes, compile and maintain extensive records and reports. Access court files to retrieve court entries relevant to specific cases. Send letters of non-cooperation and coordinate daily work assignments by working with other staff and supervisor. Complete reports, correspondence forms, lists, and labels. Track service to assure cases can proceed and notify clients to advise them if a court hearing changes. Research and answer inquiries from custodial parents, absent parents, the general public, other child support agencies or entities, and other organizations.

Assist in training new staff within the unit. Assist in preparing necessary training aids and/or resource guides for Legal Secretaries clerical staff. Work with the Attorney Supervisor to identify training needs. Provide leadership with the unit for staff with question or concerns about specific procedural questions of client or staff interactions.

Answer clients' calls and as needed, act as a receptionist and rout calls to appropriate staff. Screen inquiries and obtain field and record information to resolve concerns and/or problems. Convey information to appropriate persons. Sort, file and distribute mail, correspondence, and other communications to Agency staff. Prepare wage withholdings. Seek work orders, summons, court and administrative subpoenas, and other legal documents per the direction of the legal staff. Assist other internal staff, other agencies, offices, courts, and organizations in a cooperative and efficient manner. Answer questions regarding defense counsel discovery requests. Update and maintain legal documents and filing systems. Program word processing to create, revise, and/or delete documents.

Assist walk-in clients, schedule interpreters for non-English speaking or hearing-impaired clients. Attend and participate in all mandatory meetings, training sessions and classes as required. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; office practices and procedures. Skill in word processing; typing; equipment operation. Ability to apply principles to solve practical everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records, use proper research methods in gathering data; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine inquiries from public; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or equivalent with

two years of clerical or office administration experience; and six (6) months of work experience performing legal secretary duties in a law firm or legal setting.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date