

## INTERMEDIATE LAW STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Performs legal secretarial work, including the taking and transcribing of dictation involving legal terminology, for the municipal attorney; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class perform legal secretarial duties, involving the taking, through either voice dictation or dictating systems equipment, and transcribing of dictation of average difficulty used in the preparation of legal briefs and instruments. Incumbents perform related routine clerical duties to support the efficient operation of the office of the municipal attorney. Work involves the operation of automated systems equipment used in the preparation of legal documents and correspondence, requiring basic knowledge of legal terminology.

### EXAMPLES OF WORK: (Illustrative Only)

Takes and/or transcribes the dictation of legal briefs, petitions, motions, orders, opinions, notices and other legal documents;

Proofreads legal documents, checking citations in original references to ensure accuracy and completeness;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Maintains appointment calendar for attorney;

Prepares daily court calendars and records all dispositions and adjournments;

Files, records and docket cases;

Answers telephone, takes messages and provides routine information to callers;

Prepares legal forms from brief oral or written notes or instructions;

Performs related clerical tasks to ensure the smooth and efficient operation of the office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Basic knowledge of modern law office methods and procedures, legal forms and terminology; ability to take and transcribe notes involving legal terminology; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the preparation of briefs, petitions, motions, orders and other legal documents and correspondence and/or to maintain office files and records; ability to understand and follow complex oral and written directions; ability to take dictation at a rate of not less than 80 words per minute; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; good judgment; neat appearance; tact and courtesy; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and either: (a) one year of legal secretarial experience which must have involved the use of computers to maintain records or produce correspondence or spreadsheets; (b) completion of approved secretarial course at a recognized secretarial or business school which must have been included course work in legal terminology and computer software applications (i.e., word processing, spreadsheets, etc.); or (c) a satisfactory equivalent combination of the forgoing training and experience.