

Missouri Department of Transportation

Code: R01286

Title: Legal Secretary

Exemption Status: Non-Exempt

Grade: 6

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 08-01-2005

General Summary The legal secretary performs specialized secretarial and general clerical duties for the Chief Counsel's Office. Responsibilities are performed under moderate supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
Three years of experience in office assistant or secretarial positions.

**Supervisory
Responsibilities** None

Location Central and District Offices - Chief Counsel's Office

Special Working Conditions/Job Characteristics

Examples of Work

- (1) Maintains office and legal library files which include records, manuals, and books relative to legislative activities, litigation, administration, and legal research; routes information to appropriate legal staff, tracks and reports case related information.
- (2) Maintains calendars for legal staff; monitors necessary court dates and other related information to ensure consistency with and accuracy of staff calendars.
- (3) Prepares and/or types correspondence and reports as directed, usually requiring familiarity with legal terminology, working from rough draft, dictation and/or dictating equipment; proofreads completed work to check for correct grammar, spelling, and to ensure proper formatting is used.
- (4) Types forms, contracts, pleadings, briefs, legislation, administrative rules, directories, deeds, invoices, memorandums, reports, charts, and other items.
- (5) Operates office equipment such as fax machines, copiers, and phone systems, and uses computers for word processing, database management, and other office applications.
- (6) Performs a variety of clerical work, including preparing and/or coding documents, computing extensions, and working and tabulating data.
- (7) Enters time and leave reporting information for legal staff for necessary timekeeping and internal project time reporting requirements.

- (8) Answers incoming telephone calls and greets office visitors; evaluates requests and routes inquiries to the appropriate personnel.
- (9) Opens, sorts, and distributes incoming correspondence, including faxes and email.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.