



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## LEGAL SECRETARY

Job Number: 21001022

Job Code: 90310V230916

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 11/16/2015

Job Revised: 09/16/2023

Grade: 11	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$16,166-\$24,249 - Hourly	<b>NONE</b>
	\$2,626.98-\$3,940.46 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$2,802.12-\$4,203.16 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs legal secretarial work; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Four years of clerical experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional education will substitute for the required experience on a year for year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Clerical experience will substitute for the required education on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

### **EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Transcribes or types dictation of a legal nature. Composes correspondence and prepares legal forms, such as complaints, briefs,

answers, motions of courts, pleadings, citations, and other legal documents. Under the direction of an attorney, researches legal cases, quotations, and precedents. Establishes and maintains office files, logs, indices, legal references, control records, and other information in connection with the work under the control of the assigned Attorney(s). May prepare trial notebooks and exhibits and/or listings for assigned attorney(s)' case presentation. Tracks requests for data relating to requests for information by prosecutors throughout the state. Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings. Assists in the preparation of reports and prepares travel vouchers, personnel, and other records. Distributes mail to appropriate attorney. Distributes new cases to attorneys and maintains records of case assignments. Prepares and reviews correspondence dealing with legal matters.

**UNIQUE PHYSICAL REQUIREMENTS:**

Work is performed in an office setting.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*