

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**DIVISION HEAD LEGAL SECRETARY**

**JOB DESCRIPTION**

Employees in this job coordinate a variety of office activities within a bureau or legal division in the Department of Attorney General, performing a variety of legal, secretarial duties such as scheduling hearings, preparing legal documents and correspondence, docketing cases and maintaining court dockets and diaries, training, serving as a resource person for various programs, systems, etc., and providing information and direction to others. The work requires knowledge of legal, secretarial office practices.

There is one classification in this job.

**Position Code Title – Division Head Legal Secretary-A**

**Division Head Legal Secretary 10**

This is the second advanced level. The employee performs an advanced level of administrative, legal secretarial and related duties as a recognized staff resource person regarding the most highly complex systems governing procedural requirements related to the legal work of a bureau or legal division (e.g., department-wide and division-specific case management and tracking systems and data bases, court rules for federal, state and/or local courts – including electronic filing system requirements; and/or department-wide and division-specific standard practices and procedures). The employee may be responsible for the coordination of the administrative support functions of a bureau or legal division.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs the most complex administrative legal secretarial activities, which may be highly confidential and sensitive, for the director of a bureau or legal division of the Department of Attorney General.

Serves as liaison between the director of a bureau or legal division and staff or others; transmits directives, instructions, and assignments; and follows up on the status of assignments.

Establishes and revises forms, procedures, formats, and standards for office correspondence.

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Coordinates the administrative support activities for a bureau or legal division.

Receives and screens visitors and telephone calls; responds to inquiries on a variety of matters such as the status of pending cases, administrative and court rules, and appeal procedures.

Schedules and arranges meetings and conferences and notifies interested parties; arranges travel for staff including scheduling transportation and making hotel reservations.

Operates keyboard equipment such as typewriters, word processors, and personal computers to docket cases, process information, record notices of hearings or postponements, correspondence, reports, and other data.

Operates keyboard equipment to produce legal documents such as pleadings, briefs, opinions, complaints, administrative decisions, orders, and subpoenas from verbal or written instructions, dictation, shorthand notes, rough drafts, or other materials which may be difficult to interpret and/or format. May insert and/or complete legal citations.

May take or transcribe legal dictation, minutes of meetings, and taped records of conferences, settlement discussions, or interviews.

Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, format, syntax, and content.

Inputs, retrieves, updates, and deletes information using computerized databases.

Sorts, opens, logs, and distributes incoming mail to staff; attaches incoming correspondence to case file and related materials needed for action.

Logs, docket, and schedules administrative hearings; prepares notices of hearings and sends to interested parties.

Composes routine letters and memoranda and prepares reports using knowledge of work area instructions and guidelines.

Reviews legal documents to ensure they are in proper format and contain all necessary portions or related documents for court acceptance; files legal documents with proper courts.

Serves and files legal papers.

Prepares trial notebooks and exhibits listings for assigned Attorney(s)' case presentation.

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Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings.

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).

Determines need for and requisitions supplies, equipment, and repair and maintenance services through agency channels.

Assists in the preparation of financial reports; prepares travel vouchers, time keeping, and other personnel records.

Operates standard office equipment such as calculators, duplicating machines, facsimile machines, etc.

Serves as liaison between assigned Attorney(s), departmental personnel, and court systems; transmits privileged legal and other information among staff and authorized persons.

Schedules assigned Attorney(s) calendar of activities, including making commitments for meetings, conferences, or other engagements.

Maintains calendars for assigned Attorney(s) to ensure no scheduling conflicts and to inform attorney(s) of court imposed deadlines.

Schedules court and/or administrative hearing appearances, assembles documents and exhibits, keeps check on pending cases to avoid default in filing pleadings, and maintains court dockets and diaries.

Briefs supervisor on matters to be considered before staff meetings and on problems and issues affecting the supervisor's area of responsibility.

Makes recommendations for improving efficiency and economy of existing operations.

Maintains the legal library; researches and locates case law citations upon request.

Assembles and summarizes information from files, newspapers, journals, documents, and other available resources for use by the supervisor, staff, or others.

Procures and adapts computerized information to meet office support and management needs for record keeping and correspondence; serves as resource person to staff in utilizing system for projects, on-going information processing, and case management functions.

Gathers data for surveys or performs research on special subjects or projects.

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Serves as a recognized expert in department-wide and division-specific case management and tracking systems and data bases, including the LegalFiles case management system.

Prepares or assists with training presentations regarding highly complex topics.

Serves as a recognized resource person regarding court rules for federal, state and/or local courts – including electronic filing system requirements.

Establishes and revises forms, procedures, formats, and standards for office correspondence and is responsible for maintaining centralized files and electronic files for access via the department's intranet.

Represents the bureau or legal division to which employee is assigned on various intra- and inter-departmental committees as assigned.

Performs related work as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Thorough knowledge of the supervisor(s)' and assigned Attorney(s)' points of view and priorities.

Thorough knowledge of office organization, workflow, and procedures.

Thorough knowledge of content and format of legal documents.

Thorough knowledge of the mission of the bureau or legal division to which assigned.

Thorough knowledge of the application of instructions and guidelines to specific problems arising in the work area.

Thorough knowledge of administrative hearing and court rules and procedures (including electronic filing/e-filing).

Thorough knowledge of forms used in the work.

Thorough knowledge of office practices, procedures, machines, and equipment.

Thorough knowledge of correct English usage, spelling, punctuation, legal terminology and syntax, and of the content, organization, and format of legal documents and correspondence.

Thorough knowledge of the organization and composition of business letters, minutes, reports, charts, and numerical and tabular materials.

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Thorough knowledge of the techniques of receiving callers, making appointments, giving information, and explaining instructions and guidelines.

Thorough knowledge of the organization and maintenance of filing systems related to the work.

Ability to compose correspondence and reports.

Skilled typing ability and knowledge of personal computers, hardware, software, and related applications and systems (including LegalFiles case management system).

Ability to follow complex instructions.

Ability to apply instructions and/or guidelines as appropriate in the performance of management support activities.

Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.

Ability to communicate effectively.

Ability to select and apply references such as dictionaries, English usage manuals, legal references, procedural manuals, and computer guides.

Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.

Ability to perform mathematical calculations.

Ability to skillfully operate word processing equipment and/or personal computers.

Ability to transcribe documents from written, oral, or computer generated formats.

Ability to interpret instructions and guidelines in order to make decisions and take necessary actions.

Ability to determine work priorities.

Ability to abstract and present significant facts from data.

Ability to interpret and apply complex rules, regulations, policies, and procedures.

Ability to analyze and assess services and operations for quality efficiency and effectiveness, and to make recommendations.

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Ability to coordinate the work of other administrative support staff within the legal division.

**Working Conditions**

There may be stressful conditions such as workloads and/or deadlines inherent in certain positions.

**Physical Requirements**

None.

**Education**

Educational level typically acquired through completion of high school.

**Experience**

Five years of typing-related administrative support experience, including two years involving legal secretarial practices equivalent to a Legal Secretary E8.

**Special Requirements, Licenses, and Certifications**

Some positions may require stenographic skills.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
DIVHDLGSC

**Job Code Description**  
Division Head Legal Secretary

**Position Title**  
Division Head Legal Secretary-A

**Position Code**  
DHLGSECA

**Pay Schedule**  
NERE-043