

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

DIVISION LEGAL SECRETARY SUPERVISOR

JOB DESCRIPTION

Employees in this job perform management assistant, legal secretarial, and supervisory assignments. Work is performed independently under general guidance from a section manager or division director. The employee has knowledge of the legal secretarial discipline, supervisory techniques, personnel policies and procedures, and instructions and guidelines for the work area to interpret policies and procedures, interpret the supervisor's point of view, serve as liaison to staff and higher level management, research and prepare materials for managerial decisions, and participate in other management assistant activities. The employee works within general methods and guidelines, and exercises discretion in supervising the work of subordinate employees.

There are three classifications in this job.

Position Code Title - Division Legal Secretary Spv-1

Divisional Legal Secretary Supervisor 10

The employee serves as a first-line supervisor, performing a full range of management assistant, legal secretarial, and supervisory assignments over two subordinate employees reporting to a Divisional Legal Secretary Supervisor 11.

Position Code Title - Division Legal Secretary Spv-2

Divisional Legal Secretary Supervisor 11

The employee serves as a first-line supervisor, performing a full range of management assistant, legal secretarial, and supervisory assignments over two subordinate employees reporting to a division director OR serves as a second-line supervisor over one Divisional Legal Secretary Supervisor 10 performing a full range of management assistant, legal secretarial and supervisor assignments.

Position Code Title - Division Legal Secretary Spv-3

Divisional Legal Secretary Supervisor 12

The employee serves as a second-line supervisor, performing a full range of management assistant, legal secretarial assignments reporting to a division director with supervisory assignments over two Division Legal Secretary Supervisor 10 positions.

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.

Participates in the selection and assignment of staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates the administrative support activities for a legal division or section by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Assists in ensuring proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Reviews and interprets work instructions and guidelines; then, informs subordinates of necessary and/or appropriate changes.

Designs, revises, and/or establishes instructions for the work area.

Serves as liaison between the director of a legal division and departmental personnel, and court systems; transmits privileged, legal, and other information among staff members and authorized persons.

Performs administrative legal secretarial activities, which may be highly confidential and sensitive, for the director of a legal division.

Determines agenda and collects material for meetings and conferences, takes/transcribes legal dictation, minutes of meetings and tape records conferences, settlement discussions, or interviews. Keeps records of proceedings, determines, compiles, and sends out pre- and post-meeting material.

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.

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 material which may be difficult to interpret and/or format. May insert and/or complete legal citations.

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

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

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.

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.

Schedules supervisor'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.

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

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

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.

Establishes and revises forms procedures, formats, and standards for correspondence within assigned area.

Opens, scans, and distributes mail and answers correspondence requiring knowledge of instructions and guidelines, and anticipates and furnishes material for superior's replies to correspondence.

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

Assists in creating and revising forms, proposes procedures, formats, and standards for department correspondence.

Assists in the study of office operations and services and gives input recommendations for improving efficiency and economy of operations; makes recommendations regarding the purchase of office equipment.

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

Compiles internal and departmental reports of work performed and the outcome of court cases handled.

Performs related work appropriate to the classification as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

**NOTE:** Considerable knowledge in the areas listed below is required at the 10-level, thorough knowledge is required at the 11-level, and extensive knowledge is required at the 12-level.

Knowledge of the application of instructions and guidelines to specific problems.

Knowledge of correct English usage, spelling, and punctuation.

Knowledge of the organization and compositions of letters, minutes, and reports.

Knowledge of legal secretarial terminology, spelling, and practices.  
Knowledge of the content and format of legal documents.  
Knowledge of court procedures and requirements related to the work.  
Knowledge of the organization and maintenance of filing systems.  
Skilled typing ability and knowledge of personal computers, hardware, software, and related applications and systems.  
Knowledge of personnel practices.  
Knowledge of supervisory techniques.  
Knowledge of organization subject matter procedures, instructions, and guidelines of departments within state service.  
Ability to determine the need for revision and/or change instructions and guidelines.  
Ability to interpret and explain appropriate work instructions and guidelines to subordinate employees.  
Ability to use reference material and organize material for reports.  
Ability to compose correspondence and prepare reports.  
Ability to transcribe documents from written, oral, or computer generated formats.  
Ability to make decisions and take necessary actions.  
Ability to communicate effectively.  
Ability to meet and deal effectively with others.  
Ability to maintain composure during stressful situations due to workloads and/or deadlines.  
Ability to apply instructions and/or guidelines as appropriate in the performance of management support activities.  
Ability to use legal reference materials.

### Working Conditions

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

### Physical Requirements

*None*

### Education

Education typically acquired through completion of high school.

### Experience

#### Divisional Legal Secretary Supervisor 10

Four years of legal secretarial experience, including two years equivalent to a Legal Secretary E8.

#### Divisional Legal Secretary Supervisor 11

Five years of legal secretarial experience, including three years equivalent to a Legal Secretary E8.

#### Divisional Legal Secretary Supervisor 12

Six years of legal secretarial experience, including four years equivalent to a Legal Secretary E8.

Special Requirements, Licenses, and Certifications

None

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

<u>Job Code</u>	<u>Job Code Description</u>	
DIVLSCSPV	DIVISION LEGAL SECRETARY SUPERVISOR	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Division Legal Secretary Spv-2	DIVSSPV2	NERE-013
Division Legal Secretary Spv-3	DIVSSPV3	NERE-014
Division Legal Secretary Spv-1	DIVSSPV1	NERE-043

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