



## Job Description

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<b>TITLE:</b>	<b>Legal Secretary</b>	<b>JOB CODE:</b>	4375
<b>DEPARTMENT:</b>	County Attorney	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	November 2005		
<b>UPDATED:</b>	August 31, 2020	<b>LOCATION:</b>	Aztec, NM

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**Summary:** Under general supervision, performs a variety of secretarial, technical, organizational and administrative activities to support the functions of the County Attorney's Office.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepares draft legal documents such as ordinances, resolutions, pleadings, easements, leases, deeds, contracts, agreements and affidavits from instructions or prior documents; prepares a variety of legal correspondence in response to citizen or staff questions.
- Performs routine legal research using a variety of conventional and electronic sources; compiles research findings and prepares response.
- Maintains calendars and tickler files; schedules hearings, meetings, and seminars; performs reception duties; screens and directs incoming calls, directing caller to the appropriate party or providing answers to routing questions.
- Establishes and maintains manual and electronic filing systems; processes claims for expenses; assists other support staff as appropriate.
- Reviews and edits contracts received from purchasing; prepares confidential correspondence; oversees maintenance of logs and files; prepares draft agenda documentation for Commission meetings; manages and meets all legal publication deadlines pursuant to codes and charter.
- Provides office management and office bookkeeping procedures; makes travel arrangements; serves as notary public; operates word processor, database, and financial management system on PC; may provide supervision of support staff.
- Coordinates a variety of administrative activities including employee scheduling, payroll reporting and report processing.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of legal terminology and basic legal processes.
- Knowledge of routine legal research methods and techniques.
- Knowledge of office management/administrative support practices and procedures.
- Knowledge of Federal and state laws, and County regulations, codes and written directives.
- Knowledge of the basic principles of record keeping, case files and records management.
- Knowledge of County policies and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Skill in coordinating calendars, appointments, depositions, room assignments and related items.

## Job Description

### Legal Secretary

- Skill in following and effectively communicating verbal and written instructions.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in coordinating calendars, appointments, room assignments and similar activities.
- Skill in researching, compiling and preparing reports and related information.
- Skill in flowing complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.

### Education and Experience

- High School diploma GED equivalent and three (3) years of administrative, clerical or secretarial experience in a legal environment.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

### Approvals:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____