

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LEGAL SECRETARY

I. INTRODUCTION

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future support positions that function as Legal Secretaries. This classification specification is not intended to identify every duty that may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses legal secretarial positions that perform a wide range and combination of legal office activities associated with typing legal documents, keeping docket records, and maintaining case files, etc., for legal counsel and/or staff attorneys.

C. Exclusions

Excluded from this classification specification are the following types of positions:

1. Positions that meet the statutory definition of supervisor(s) and/or management, as defined in ss. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions performing confidential legal support duties as defined in s. 111.81(7), Wis. Stats., for legal counsel and/or staff attorneys for a majority of the time and are more appropriately classified as Legal Support Staff-Confidential.
3. Positions that perform paraprofessional legal office activities, act as Leadworkers for Legal Secretaries, provide paraprofessional assistance to legal counsel and/or staff attorneys and office management as the sole staff person for the majority of time in the local offices of the OSPD faced with handling situations as they arise and making decisions absent any supervisory or office administrator’s input or presence, OR synopsise unemployment

compensation hearing tapes for a majority of the time and are more appropriately classified as Legal Associate.

4. Positions that provide general secretarial support duties for positions other than attorneys for a majority of the time and are more appropriately classified as Secretary or Secretary-Confidential.
 5. Positions that perform a wide range of professional level, law-related activities for attorneys for a majority of the time and are more appropriately classified as Paralegal or Paralegal-Confidential.
 6. All other positions that are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITIONS

LEGAL SECRETARY

This is full performance office support work of moderate difficulty providing secretarial duties for legal counsel and/or staff attorneys. Positions allocated to this classification perform a variety of support services, including typing, filing, screening, and routing incoming calls and visitors; maintaining daily calendar and docket information; making arrangements for meetings or travel; and operating a variety of office equipment. Also allocated to this classification are those positions located at the Office of the State Public Defender that are designated as "appointment secretaries" and spend the majority of the time appointing cases to private bar attorneys, following the policies and procedures set forth by the agency. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Type a variety of legal documents, including, but not limited to, pleadings, briefs, opinions, orders, affidavits, stipulations, releases, summonses, complaints, and other documents such as memoranda, reports, and letters
- Transcribe dictation from notes or machines
- Utilize word processing equipment or personal computers to generate reports for transcription or typing, or to maintain data bases
- Check citations and statute references
- Prepare legal appendices
- Answer telephone, respond to routine inquiries, and screen visitors
- Schedule appointments and arrange meetings
- Make travel arrangements
- Assign docket numbers
- Coordinate hearing schedules
- Prepare and maintain case files, client control cards, records, and logs
- Open and close files
- Interpret policies and procedures

- Perform routine filing
- Compile statistical reports and records
- Maintain legal library
- Open, date stamp, sort, and distribute mail
- Copy and arrange exhibits for hearing or trial presentations; duplicate or copy other materials as required
- Arrange for printing of records, exhibits, etc., as necessary
- Serve or file legal documents in accordance with various court procedures and regulations (first-class mail, certified mail, or hand delivery)
- Update and maintain active list of private bar attorneys for private bar appointments
- Process and record order appointing counsel
- Contact private attorneys for private bar appointments, in accordance with the agency's or work unit's established procedures
- Conduct indigency evaluations in jail or office with prospective clients to determine eligibility for public representation
- Maintain inventory of supplies for office
- May coordinate material sent to a word processing center
- May perform some legal associate duties

IV. QUALIFICATIONS

The qualifications required for positions allocated to this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective May 15, 1994, and announced in Bulletin CC/SC-14, in order to describe positions which provide a variety of secretarial support to legal counsel and/or staff attorneys. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to remove reference to confidential positions (see the Legal Staff Support-Confidential classification specification, also created effective May 20, 2001). This classification specification was again modified effective June 25, 2006 and announced in Bulletin OSER-0106-MRS/SC to remove the Advanced level allocation as a result of the 2004 Legal Support Staff survey.

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