

GENESEE COUNTY

LEGAL CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving responsibility for preparing a variety of legal papers under general supervision. A substantial part of the time is spent typing and transcribing information from dictating equipment. The work requires a good knowledge of legal papers and legal documents and legal terminology. Employees in this class may be assigned to work on word processing equipment to produce acceptable copy by manipulating an alphanumeric keyboard and reviewing information on a display screen. The amount of time spent on this type of equipment depends upon the operators' capability and the job requirements for its efficient operation. For the most part the work is performed under general supervision. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Performs a wide variety of clerical tasks of a moderately difficult nature;
Types legal memoranda, legal briefs, letters and memoranda;
Types correspondence, documents, records and other material transcribed from dictating machines;
Sorts, indexes and files materials;
Operates a variety of office machines, in conjunction with clerical duties;
Opens and sorts mail;
Disburses legal papers and documents to various municipal offices (i.e. County Clerk's Office, County Court, etc.);
May act as Receptionist;
Posts to a variety of ledgers by hand or computer.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Working knowledge of legal terminology, documents and legal office procedures; good organizational skills; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written directions; ability to get along well with others; clerical aptitude; possess a high degree of confidentiality.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk, or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, supplemented by a course in typing or six (6) months of typing experience, **AND:**

- A. Possession of an Associate's Degree in Secretarial Science, Office Technology-Secretarial, Paralegal or related field;

OR:

- B. Possession of an Associate's Degree or higher **AND** two (2) years full-time paid experience in preparing legal documents, such as proceedings, motions, orders or pleadings etc;

OR:

- C. Two (2) years of full-time, paid clerical experience, one of which shall have been in a law office or related field;

OR:

- D. Any equivalent combination of training and experience as indicated in A and B above.

Part-time, paid experience will be pro-rated.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class Full-Time

Non-Competitive Class Part-Time

Adopted 4/6/89

Revised 4/13/89, 8/18/94, 5/21/97

9/28/98, 1/7/00, 6/20/00, 2/24/26