

**LEGAL CLERK II**

**NATURE OF WORK**

Under general supervision, prepares and processes a variety of civil and criminal legal documents.

**TYPICAL DUTIES**

Prepares and transcribes detailed legal documents and recordings, including briefs, opinions, contracts, trial memos, resolutions, ordinances, complaints, leases, felony files, extradition actions, paternity actions, and other legal documents; types and proofreads routine letters; indexes and maintains files; maintains calendar of trial dates and notifies attorneys, bonding companies and others of those dates; maintains an inventory of and orders necessary office supplies; attends the public at a counter or as a receptionist; interviews, screens and refers callers; answers inquiries, providing information on departmental services and functions; performs other duties as required.

**REQUIRED KNOWLEDGE AND SKILLS**

Knowledge of English, spelling, punctuation, and grammar; knowledge of legal terminology and legal forms; knowledge of modern office practices, procedures, and equipment, including computers; ability to quickly and accurately follow oral and written instructions; ability to make sound decisions in accordance with regulations, policies and procedures; ability to establish and maintain effective working relationships with other employees and the general public; ability to type at 55 wpm; ability to prepare and transcribe legal documents and recordings.

**MINIMUM QUALIFICATIONS**

High school diploma or GED and two years of experience as a Legal Clerk I or an equivalent position. Postsecondary education related to the development of legal clerical skills may be substituted for experience on a year for year basis.

REVISED 07/06