



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### LEGAL SECRETARIES

<b>Class Title</b>	<b>Class Code</b>	<b>Pay Band</b>	<b>Alt Pay Band*</b>
Legal Secretaries-B	R6012B	40	
Legal Secretaries-O	R6012O	45	
Legal Secretaries-A	R6012A	50	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

### Nature of Work

Legal secretaries, perform highly specialized work requiring knowledge of technical terminology and procedures. They prepare correspondence and legal papers such as summonses, complaints, motions, responses, and subpoenas under the supervision of an attorney or a paralegal. They may also review legal journals and assist with legal research by verifying quotes and citations in legal briefs. Additionally, legal secretaries often teach newly minted lawyers how to prepare documents for submission to the courts.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role provide standardized clerical, reception, and administrative services in support of an attorney or legal department.
- Employees may assist in completing legal documents under close guidance of attorney.

### Recommended Education and Experience for Full Performance

High School diploma or GED with one and a half (1.5) years of directly related clerical or secretarial experience utilizing legal terminology, procedures and/or documents.

### Minimum Qualifications

High School diploma or GED with three (3) months of directly related clerical or secretarial experience utilizing legal terminology, procedures and/or documents.

## LEGAL SECRETARIES

### Operational

- Employees in this Role prepare correspondence and legal papers such as summons, complaints, motions, responses, and subpoenas under the general direction and guidance of an attorney.
- Employees may schedule meetings and appointments and coordinate conference calls.

### Recommended Education and Experience for Full Performance\*

High School diploma or GED with two (2) years of directly related clerical or secretarial experience utilizing legal terminology, procedures and documents.

### Minimum Qualifications

High School diploma or GED with six (6) months of directly related clerical and/or secretarial experience utilizing legal terminology, procedures and documents.

### Advanced

- Employees in this Role complete clerical tasks for complex legal documents, provide legal research under guidance of an attorney, and may also provide fiscal, management information systems, human resources, and other administrative tasks for a legal organization or an attorney.

### Recommended Education and Experience for Full Performance

Associates Degree and two (2) years of directly related clerical or secretarial experience utilizing legal terminology, procedures and documents.

### Minimum Qualifications

High School diploma or GED with one (1) year of directly related clerical and/or secretarial experience utilizing legal terminology, procedures and documents.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Administration and Management** — Knowledge of business and management principles

## LEGAL SECRETARIES

involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

### Skills

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** — Talking to others to convey information effectively.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Coordination** — Adjusting actions in relation to others' actions.

**Time Management** — Managing one's own time and the time of others.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 09/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*