

NEW CASTLE COUNTY GOVERNMENT

Number 0049

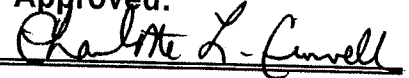
CLASS SPECIFICATION

Page 1 of 2

Date 04/01/07

Title: ROW OFFICE LEGAL AIDE

Approved:



GENERAL STATEMENT OF DUTIES: Under supervision of an attorney, legal advisor, or other technical administrator, performs secretarial, administrative, and various support functions requiring complete confidentiality and knowledge of legal forms, terminology, and procedures; processes legal documents; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs secretarial and administrative work and transcribes information involving special legal terminology; types reports, correspondence, legal opinions, deeds, pleadings, motions, briefs, grievance decisions, newsletters, publications, meeting agendas, or other matters; checks legal references; processes legal documents; copies routine correspondence; may be required to train support staff and perform other duties as required.

EXAMPLES OF WORK: (Illustrative only)

- May supervise part-time staff;
- Sets up and maintains files for legal documents and other record keeping systems;
- Performs receptionist duties;
- Composes routine correspondence;
- Checks legal references;
- Processes legal documents;
- Assists in processing requests for material relating to the Freedom of Information Act (FOIA);
- Acts as liaison to other departments, boards, commissions, attorneys, County Council, County Executive's office and State offices;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work;
- Performs title searches, genealogical searches and lien searches.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of legal terminology, forms, methods, and procedures; good knowledge of modern office procedures and equipment; ability to establish and maintain effective working relationships with attorneys, associates, and the general public; ability to maintain confidentiality in

NEW CASTLE COUNTY GOVERNMENT

Number 0049

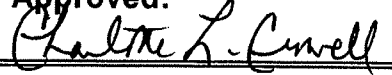
Page 2 of 2

Date 04/01/07

CLASS SPECIFICATION

Title: ROW OFFICE LEGAL AIDE

Approved:



all aspects of the work; good knowledge of spelling, grammar, and business mathematics; good organizational skills; ability to take and transcribe information at a reasonable rate of speed; ability to operate word processing equipment, personal computer, data processing terminal, and other related equipment using current software programs; ability to type 60 words per minute with accuracy; ability to communicate courteously and effectively, both verbally and in writing, ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years legal secretarial work and completion of a standard high school course or GED certificate program; or possession of an Associate's Degree from an accredited college or university with major course work in legal secretarial training; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:
Established: 04/01/07