

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2010
RANGE: 43.0
CLASSIFIED
CODE: 1

LEGAL TRANSCRIBER/RECEPTIONIST

DEFINITION

Under supervision, the Legal Transcriber/Receptionist will operate programmed computer equipment to produce a variety of general and legal documents and reports using a variety of software programs and do other related work as required.

EXAMPLES OF DUTIES

Serve as receptionist for Schools Legal Service dealing with a variety of sensitive and privileged matters; answer the telephone, greet visitors; open, log and route mail; compile statistical data and reports for supervisor's review using legal software, TimeSlips; establish and maintain complex and confidential files and records, including automated data management, storage, and retrieval process; under direct supervision, assist with maintenance of Schools Legal Service web page; order and maintain office supplies; perform clerical work as directed, which may include photocopying, typing routine correspondence; developing and maintaining merges and sort mailing lists, and prepare letters, envelopes, and labels for large mailing projects; assist the Law Office Manager in the processing of client invoices and time and billing information; compile statistical data and reports required in the administration of time and billing programs; preparing routine legal work involving the preparation of opinions, contracts and general legal forms.

QUALIFICATIONS

Knowledge of:

Legal terminology and law office procedures; preparation, organization and coordination of clerical duties including maintaining alphabetical, numerical, subject matter and other classification files and indices; implementation of data storage systems; typing from rough drafts and notes using word processing equipment; organizing and preparing documents and records which may include forms, requisitions and a variety of other materials; and initiating and receiving telephone contacts regarding the functions of the legal department.

Ability to:

Review incoming mail and identify the degree of significance and urgency;

understand and have working knowledge of Windows, WordPerfect 6.1 for Windows or Microsoft Word, TimeSlips, spreadsheet software such as Excel;

legal software, such as Abacus and TimeSlips;

familiarity with office routines, demonstrated knowledge of correct English usage, vocabulary, grammar, spelling punctuation and basic math;

modern law office methods and procedures, including automated record management, case management, and filing systems, receptionist and telephone techniques;

type or keyboard at a net corrected speed of 60 words per minute;

communicate clearly;

hear clearly;

lift 25 pounds;

reach overhead;

climb stairs;

establish and maintain a variety of complex, privileged, and sensitive data management, storage, and retrieval systems;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Minimum of three (3) years secretarial or clerical experience, preferably involving legal work, and training with word processing and computer equipment.

Education:

Any combination of training and experience equivalent to graduation from high school.

Successful completion of legal secretarial course preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS:gs

4/28/16

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