

## LEGAL SECRETARY

RAPIDS: 0800D

O\*NET/SOC: 43-6012.00

REVISION DATE: 09/2019

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

**TASK PERFORMANCE:** Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

### Applicable Ratings/MOS/NEC

USMC MOS: 4421

USCG: None

USN: LN, YN, YNS

USA MOS: None

### Related Instruction:

Trade related On-The-Job-Training (OJT) or Any Trade related schools/courses totaling 144 or more hours.

### Additional Requirement:

None

Total Hours: **2000**

Skill	Description	Hours
A	GENERAL ADMINISTRATION	800

	<ul style="list-style-type: none"> <li>-- Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.</li> <li>-- Receive and place telephone calls.</li> <li>-- Schedule and make appointments.</li> <li>-- Make photocopies of correspondence, documents, and other printed matter.</li> <li>-- Prepare and distribute invoices to bill clients or pay account expenses.</li> </ul>	
<b>B</b>	<p><b>TECHNICAL ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>-- Prepare and process legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements.</li> <li>-- Review legal publications and perform database searches to identify laws and court decisions relevant to pending cases.</li> <li>-- Assist attorneys in collecting information such as employment, medical, and other records.</li> <li>-- Review legal publications and perform database searches to identify laws and court decisions relevant to pending cases.</li> <li>-- Submit articles and information from searches to attorneys for review and approval for use.</li> </ul>	<b>500</b>
<b>C</b>	<p><b>LOGISTICS AND MAINTENANCE SUPPORT</b></p> <ul style="list-style-type: none"> <li>-- Order supplies needed for routine office operations, court room operations, and personnel administrative matters.</li> <li>-- Perform operator maintenance on office equipment.</li> </ul>	<b>50</b>
<b>D</b>	<p><b>SECURITY</b></p> <ul style="list-style-type: none"> <li>-- Organize and maintain law libraries, documents, and case files.</li> </ul>	<b>125</b>
<b>E</b>	<p><b>PERSONNEL SUPPORT</b></p> <ul style="list-style-type: none"> <li>-- Draft and type office memos.</li> <li>-- Complete various forms, such as accident reports, trial and courtroom requests, and applications for clients.</li> <li>-- Attend legal meetings, such as client interviews, hearings, or depositions, and take notes.</li> <li>-- Make travel arrangements for attorneys.</li> </ul>	<b>525</b>