

Work Processes Schedule

LEGAL SECRETARY

RAPIDS: 0800M

O*NET/SOC: 43-6012.00

REVISION DATE: 12/2014

Perform administrative duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Prepare legal documents for taxation, divorce, insurance, real estate and finance. Maintain law library and associated legal files. Conduct interviews and record statements. Conduct legal research. 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 areas. Actual work time must be recorded in the Work Experience Log.

Applicable Ratings/MOS

USMC MOS 4421

USCG YN

USN LN, YN

Related Instruction

Must have trade related schools/courses totaling 158 hours. USN YN- Must have Legal Clerk course (CIN: S-512-0009) is a specific requirement for this trade (in addition to A school). Same requirement for 0800N trade.

Additional Requirement

Legal Secretary courses, i.e., Legal Clerk course (CIN: S-512-0009) is a specific requirement for this trade (in addition to A school). Same requirement for 0800N trade.

Total Hours: **2200**

| Skill | Description | Hours |
|----------|---|-------|
| A | TAXATION Federal. State. Local. | 600 |
| B | DIVORCE Child Support. Child Custody. Legal Liability. | 250 |
| C | INSURANCE Claims. Credit. Legal Liability. | 200 |
| D | LEGAL DOCUMENTS Power of Attorney. Wills. Affidavits. Bills of Sales. Contracts. Grants and Deeds. Notary. | 600 |
| E | RESEARCH CASELAW Code of Federal Regulation. U.S. Code. Uniform Probate Code. | 50 |
| F | REAL ESTATE Rental Leases. Home Sales. Property Sales. | 400 |

| | | |
|----------|---|-----|
| G | FINANCE Bankruptcy. Banking Regulations. Federal and State Acquisition Regulations. | 100 |
|----------|---|-----|