

Work Processes Schedule

LEGAL SECRETARY (CLERICAL)		
RAPIDS: 0800N	O*NET/SOC: 43-6012.00	REVISION DATE: 12/2014
<p>Perform administrative duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Prepare documents such as powers of attorney and wills. Maintain law library and associated legal files. Interview witnesses and record statements. Conduct legal research.</p>		
<p>Applicable Ratings/MOS USMC MOS 4421 USCG YN USN LN, YN</p>		
<p>Related Instruction Must have trade related schools/courses totaling 144 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 0800M trade.</p>		
<p>Additional Requirement Legal Secretary courses, i.e., Legal Clerk course (CIN: S-512-0009) is a specific requirement for this trade (in addition to YN A school). Same requirement for 0800M trade.</p>		
		Total Hours: 2000
Skill	Description	Hours
A	<p>GENERAL ADMINISTRATION</p> <p>Dispose of obsolete files and records. Establish and maintain a reports control system. Maintain and use directives, files, logs, and publications. Route correspondence. Prepare a draft of a grant of immunity for a witness. Prepare and distribute trial dispositions. Record, transcribe, and assemble records of board proceedings. Draft charges and prepare charge sheets. Prepare and distribute pretrial agreements. Prepare and forward records of court proceedings to reviewing authority. Prepare requests for lab documentation. Prepare letters and record entries when mitigating action is taken. Write correspondence. Prepare periodic reports. Prepare subpoenas for witnesses to appear in court. Prepare papers for execution of waivers of extradition. Prepare report and disposition of offenses and accompanying papers. Prepare request for authorization to search. Process appeals documents. Process application for deferment of sentence. Process freedom of information act and privacy act requests. Monitor 4-channel microphone recording system and transcribe court proceedings. Arrange pretrial interviews with potential witnesses. Prepare delivery of personnel agreement. Maintain chain of custody sheets. Prepare and distribute trial results. Conduct legal research. Interview and take statements from witnesses. Operate office equipment. Operate ADP equipment. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, and other material.</p>	800
	<p>TECHNICAL ADMINISTRATION</p> <p>Maintain law library. Prepare legal papers and correspondence of legal nature such as; summonses, complaints, motions, subpoenas. Review law journals and other legal publications to identify court decisions to pending cases and submit articles to company officials.</p>	
B		500

C	<p>LOGISTICS SUPPORT</p> <p>Order supplies needed for routine office operations, court room operations, and personnel administrative matters.</p>	25
D	<p>SECURITY</p> <p>Safeguard confidential material of personnel case files or routine office operations as appropriate. Handle classified materials in accordance with company standards and procedures. Maintain classified material inventories as appropriate.</p>	125
E	<p>SAFETY</p> <p>Conform to prescribed office safety standards.</p>	25
F	<p>PERSONNEL SUPPORT</p> <p>Use sound principles of customer relations at customer contract points. Provide preliminary legal assistance and schedule appointments. Prepare drafts of powers of attorney, simple wills, affidavits, immigration and naturalization forms, and other legal documents.</p>	500
G	<p>MECHANICAL MAINTENANCE</p> <p>Perform operator maintenance on office equipment.</p>	25