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## GENERAL STAFFING SOLUTIONS

**POSITION TITLE:**

**Legal Secretary**

**General Description:**

Performs secretarial and administrative duties utilizing legal terminology, procedures, and documents. Responsibilities will include typing letters, memos, reports, legal papers and correspondence such as summonses, complaints, motions and subpoenas, answering phones, and filing. Assists with legal research as assigned. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

**Skills/Duties:**

- Prepares and processes legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions and pretrial agreements
- Reviews legal publications and performs data base searches to identify laws and court decisions relevant to pending cases
- Submits articles and information from searches to attorneys for review and approval for use
- Assists attorneys in collecting information such as employment, medical and other records
- Organizes and maintains law libraries and document and case files
- Completes various forms such as accident reports, trial and courtroom requests and applications for clients
- Mails, faxes or arranges for delivery of legal correspondence to clients, witnesses and court officials
- Attends legal meetings such as client interviews, hearings, or depositions and takes notes
- Drafts and types office memos
- Receives and places telephone calls
- Schedules and makes appointments
- Makes photocopies of correspondence, document and other printed materials

**Requirements:**

Requires a high school diploma or its equivalent and 0 – 2 years of experience in the field or in a related area.

**Reporting Relationship:**

Works under immediate supervision; typically reports to a supervisor or manager. Primary job functions do not typically require exercising independent judgment.

**I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.**

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Signature

Date