

**TO:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH      **DATE:** May 22, 2014



**RE:** *Approval of a new classification specification for Legal Secretary, Schedule 18  
(\$46, 883, 20 - \$65,374.40)*

---

**PETITION #06-14**

**That the Southern Nevada District Board of Health** *approve the new classification specification for Legal Secretary*

**PETITIONERS:**

**Annette Bradley, Attorney**   
**Shirley Oakley, Human Resources Administrator**  
**Andrew Glass, Director of Administration**   
**Joseph Iser, MD, Chief Health Officer**

**DISCUSSION:**

Human Resources, in conjunction with the Attorney, created this position to provide confidential legal administrative assistance to the District's legal counsel. This position will perform a wide variety of complex administrative and legal secretarial services as needed.

**FUNDING:**

No change in funding is needed.

**LEGAL SECRETARY**

**DEFINITION**

To provide varied, responsible, and confidential legal assistant/secretarial and administrative support to the director of a division or the manager of a complex work unit, services and activities.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from District Legal Counsel.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Under general supervision, the duties require the exercise of some independent judgment in the performance of a variety of difficult and complex clerical functions
- Knowledge of legal office terminology, forms, documents, and procedures; filing legal documents in state and federal court, and correct business English
- Understand and process legal and court documents and extract relevant information, maintain accurate business and legal files, records, and calendars; using initiative and independent judgment within established guidelines; set priorities and meet critical deadlines
- Act as liaison for the administrator or manager regarding District activities, operations and programs; coordinate communications with other administrators, District managers, leaders of external entities, community groups and the general public; relay specialized and sensitive information which impacts division programs and activities; manage conflict with customers and outside legal counsel, in person and over the telephone when relations may be confrontational or strained; determine when to act independently and when to defer to legal counsel; communicate with a wide variety of people from diverse socio-economic and ethnic backgrounds; establish and maintain effective working relationships with all individuals contacted in the course of duties
- Screen the director's or manager's calls; assessing the relative importance of each call; respond to requests for information; take detailed messages concerning issues of significance to the District; schedule and attend meetings with external entities; prepare agendas and action items; transcribe and distribute written summaries or minutes
- Research and investigate complaints, public inquiries and issues raised by external entities as assigned; review and evaluate historical information, precedents and applicable regulations, statute and guidelines; develop alternative courses of action and probable outcomes based on available information and projections for the manager's review
- Perform specialized duties in support of one or more District initiatives; implement, produce informational materials as requested by the manager; ensure program activities conform to established goals and policies; and represent the program by participating in ongoing and ad hoc committees and work groups as assigned
- Compose, type and proofread a variety of reports, statistical charts, and agendas; type from rough draft or verbal instructions; transcribe machine recordings verbatim or by summary
- Assist professional staff in developing fiscal, operational and procedural program plans by studying historical precedents, present requirements, and projected costs and trends; plan the sequence of detailed steps required to accomplish program objectives, develop, revise and maintain specific procedures and manuals
- Compile, organize and consolidate financial and statistical data required to assist in the development of the budget of a major work unit; analyze and reconcile numerical data and narrative information; develop

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Legal Secretary (*Continued*)**

- spreadsheets to facilitate data analysis, compile cost sheets; prepare reports and budget documents according to specific instructions
- Prepare expenditure reports and attendance sheets; order and maintain inventory of office supplies
- Assist professional staff with projects and assignments; compile and summarize information; compose narrative reports, announcements, correspondence, findings of fact and other materials using appropriate grammar, punctuation, spelling and syntax
- Obtain and record specialized information concerning program activities and clientele and communicate with representatives of external entities as required; ensure compliance with legal requirements and procedures, program guidelines; develop remedies for non-compliance or refer to appropriate personnel according to established procedures
- Maintain records and track the progress and outcome of legislative proposals, claims, claims management records, project activities; develop and implement effective and efficient recordkeeping systems and ensure that information is logically organized, appropriately cross-referenced and accessible to users; ensure confidentiality of sensitive information which is not part of the public record
- Schedule and maintain calendars of meetings and events; coordinate activities with other District divisions, the public and outside agencies
- May coordinate travel accommodations for Department employees including contacting conference and seminar registrants by phone, making reservations for automobiles and hotels, and calculating travel expenses; prepare checks for traveler; develop travel package
- Operate a variety of office equipment including a computer; input and retrieve data and text from electronic files; organize and maintain disc storage and filing
- Train, supervise and evaluate the performance of personnel as assigned; assign, prioritize and review work; ensure completed work products meet required timelines and standards of quality and quantity
- Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Functions and operation of law office, an administrative office, and/or program area
- Legal terminology and syntax, and of the content, organization, and format of legal documents and correspondence
- Court and administrative hearing rules and procedures
- Ability to abstract and present significant facts from data
- Organization and maintenance of filing systems related to the work
- Principles of supervision and training if applicable to the assignments
- Maintenance of budget and financial records; basic math
- Operation and use of word processing, spreadsheet, database management and other associated business software
- English usage, spelling, grammar and punctuation and syntax,
- Business letter writing and report preparation techniques and methods
- Principles and procedures of filing and record keeping
- Program or division regulations and policies related to purchasing, budget, and personnel administration

#### **Ability to:**

- Follow complex instructions
- Determine work priorities
- Abstract and present significant facts from data
- Maintain confidential information and records

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Legal Secretary (*Continued*)**

- Provide administrative assistance and secretarial support to a division director or manager of a complex work unit with responsibility for multiple programs and functions involving the use of personal initiative.
- Analyze problems and develop creative solutions
- Learn and apply departmental or divisional policies, procedures and rules
- Learn and apply Federal, State, and local laws, codes and regulations pertaining to assigned programs and projects
- Meet statutory and legal deadlines
- Independently prepare correspondence and memorandums, manage District Legal Counsel's calendar as requested; develop and implement production goals, work performance standards and specific processes and procedures required to complete projects and ongoing assignments
- Research and investigate complex questions and issues requiring the review and consideration of historical data, current developments and probable outcomes
- Compose effective correspondence, announcements, training materials, narrative summaries and reports, proposals and recommendations and other written materials
- Compile and analyze records, numerical and descriptive information from forms, applications, contracts, spreadsheets, invoices and other materials
- Proficiently research information from internal, external or internet sources
- Transcribe documents from written, oral, or computer generated formats at a speed necessary for successful job performance
- Respond to requests and inquiries from the general public
- Effectively work independently in the absence of supervision
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and/or visitors.

### **Training and Experience Guidelines**

#### **Training:**

- Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training. An associate's degree or Certification in Paralegal Studies is preferred.

#### **Experience:**

- Four years of increasingly responsible relevant work experience as an administrative or legal secretary/assistant in a law office or equivalent environment where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work. Must be proficient in Microsoft Word, Excel and have basic competency in Access. Must have a typing speed of a minimum of 50 words per minute.

### **SPECIAL NOTES AND REQUIREMENTS:**

Must possess and maintain a valid Nevada driver's license. Must have the ability to obtain a State of Nevada Notary Public Commission with the first six (6) months of employment, as a condition of employment. Some positions require specialized skills, experience, certification or other requirements which will be identified by the hiring authority at the time of recruitment

#### **Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may*

**SOUTHERN NEVADA HEALTH DISTRICT**

**Legal Secretary (Continued)**

*require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

**Bargaining Unit Ineligible**

**FLSA Non-exempt**

**Schedule 18**

**Approved by the Board of Health on 5/22/14**

DRAFT