

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

### LEGAL SECRETARY

DOT: 201.362-010 SVP 6

#### CORE SKILL COMPETENCIES/INDICATORS:

1. Can open, sort and route incoming mail and prepare outgoing mail. (I, S, IN)
2. Can collect and distribute documents, reports, letters, etc. (I, S, IN)
3. Can accurately type and format documents using a computer and/or typewriter. (T, IN)
4. Can proofread reports, documents, letters, etc. (S, IN)
5. Can utilize a single and/or multi-line telephone system, accurately record and route messages. (T, I, S, IN)
6. Can write, issue and/or mail bills, statements, receipts, checks and other documents related to cash/payments. (R, I, S, IN)
7. Can schedule appropriate appointments for customers. (R, I, S, IN)
8. Can take dictation (methods may include shorthand, longhand, taped, etc.). (I, S, IN)
9. Can accurately transcribe data. (T, I, S, IN)
10. Can correctly answer standard questions relating to agency's hours, services, functions, etc. (I, S, IN)
11. Can operate standard office equipment (fax, shredder, envelope sealer, letter opener, collator, folder, postage meter, adding machine, etc.). (R, T, S)
12. Can operate a photocopy machine; change paper, make minor adjustments, frame text, etc. (R, T, S)
13. Can type at least 60 words per minute with 90% accuracy. (Requires separate documentation.) (T)
14. Can appropriately sort materials, documents, letters, reports, etc. and accurately file according to the agency's filing system. (S, IN)
15. Can operate a personal computer and standard word processing software package. (T, IN) *Note:* Identify word processing software package.
16. Can locate and attach appropriate files to correspondence to be answered. (R, I, S, IN)
17. Understands and can utilize basic legal terminology. (S, IN)
18. Can prepare legal papers and correspondence, such as summonses, complaints, motions, subpoenas, pleadings, notices, affidavits, etc. (R, T, S, IN)
19. Can accurately and timely process documents with the courts. (R, I, S, IN)
20. Can preview law journals and other legal publications to identify court decisions pertinent to pending cases. (I, S, IN)