

**Polk County Sheriff's Office Job Description**  
**1508 Legal Secretary**

March 23, 1994, Revised October 9, 2006

**Position Concept:**

The Legal Secretary performs moderately complex and clerical duties dealing with legal aspects.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Legal Secretary may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Maintain forfeiture files
- Maintain files
- Record judgments
- Process mail
- Communicate via telephone
- Order office supplies

**Education, Professional Certification or License:**

- Two (2) year degree from an accredited college or university in legal studies or related fields

**Professional Experience:**

- Minimum two years experience as a legal secretary dealing with Florida Rules of Civil Procedure
- Experience may be substituted for the requisite education
- Demonstrated keyboarding proficiency of 50 wpm with no more than 5 errors and dictation by shorthand or speed writing at a speed of 80 wpm with no more than 10 errors

**Status:**

Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**

Minimal Risk     Foreseeable Risk

**Environmental Conditions:**

- Works under stressful office conditions requiring concentration to detail

**Required Skills and Knowledge:**

**Knowledge of:**

- Legal system
- Legal Section file system
- Procedure for recording judgments
- PCSO policy and procedures
- Areas within agency
- Civil court procedure

**Ability to:**

- Read and write English

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**Skills:**

- Basic English grammar
- Computer
- Interpersonal
- Communication
- Organizational
- Telephone
- Reading comprehension
- Keyboarding

**Physical Requirements:**

- Bend/squat
- Walk
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.