JOB ANNOUNCEMENT

POSITION TITLE: Legal Secretary I
LOCATION: Utah Supreme Court
HIRING RANGE: 34 - 37/$11.82 - $12.81
TYPE OF POSITION: Full-time with benefits
CLOSING DATE: **Nov. 7, 2005 at 5:00 p.m.**

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
450 S. State St.
P.O. Box 140241
Salt Lake City, UT 84114-0241
801-578-3890 (phone)
801-238-7814 (fax)

DUTIES: Under general supervision, performs routine receptionist and legal secretary duties:

- Answers telephone, screens and routes calls to appropriate office. Contacts staff and relays messages. Greet guests and all appointments coming to the Supreme Court and directs them to appropriate locations.
- Types initial drafts of orders and legal opinions. Edits final drafts of legal documents with strict attention to writing syntax and mechanics.
- Transcribes and composes routine correspondence for the Clerk of Court and the Appellate Court Administrator. Maintains files and records as necessary.
- Under the direction of the Clerk of Court, prepares attorney certificates of good standing, attorney certificates, and all related documents.
- Prepares action slips and orders as necessary for distribution to the court.
- Mails all opinions to publishers and updates the bi-weekly opinion broadcast message system and performs all other assigned opinion tasks.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent, plus four years of related experience as a legal secretary, or any equivalent combination of education and experience.

SPECIAL REQUIREMENTS: Preference will be given to applicants who have familiarity with: legal terminology, legal document formatting and procedure. Keyboarding at 50 wpm and excellent word processing skills required. Ability to perform clerical work with independent judgement; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to communicate effectively verbally and in writing; ability to follow written and oral instructions.

APPLICATION INFORMATION: Applications may be obtained from the Dept. of Workforce Services, the Administrative Office of the Courts, 450 S. State, SLC, or online at www.utcourts.gov

Please mail/fax a separate application for each position you are applying for.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.