

EDITED KSAPC LISTING

CLASSIFICATION: SENIOR LEGAL TYPIST

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of technical legal terms, various legal forms, and documents in order to complete statewide court mandated guidelines.
K2.	Comprehensive knowledge of modern office procedures, computer software and office equipment in order to complete work assignments.
K3.	Comprehensive knowledge of business English and correspondence in order to proofread and effectively communicate with staff and others.
K4.	Basic knowledge of the judicial process, department and legal procedures and practices and multiple/specialized areas of law to ensure that the proper documents are timely filed with the courts and/or administrative agencies and that court mandates are met.
K5.	Comprehensive knowledge of proper format of State and Federal citations to ensure documents meet court mandated guidelines.
K6.	Basic knowledge of legal resources from traditional library references and software applications to complete work assignments.
K7.	Basic knowledge of filing and serving legal pleadings in multiple jurisdictions, including State, Federal and Appellate courts, or Office of Administrative Hearings to meet court mandates and legal deadlines.

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Ability to:	
A1.	Ability to type at a minimum speed of 45 words per minute in order to effectively complete work assignments, type correspondence, transcribe minutes, disseminate information to staff and others.
A2.	Ability to perform less complex legal clerical work and format a large variety of legal documents to complete work assignments.
A3.	Ability to accurately transcribe difficult dictation involving a variety of legal terms in order to provide attorneys with accurate written documents.
A4.	Ability to analyze situations accurately and take independent action in order to effectively resolve a wide range of issues.
A5.	Ability to establish and maintain effective working relationships with staff in order to preserve a professional work environment and gain the cooperation of others.
A6.	Ability to work independently to meet deadlines.
A7.	Ability to communicate effectively (written and orally) in order to provide assistance/direction to staff and others, exchange information, write reports/memorandum/letters, etc.
A8.	Ability to follow directions (written and verbal), from attorneys and/or managerial staff with minimal instruction to complete work assignments.
A9.	Ability to correct grammar, spelling and punctuation errors in work product to ensure professional appearance of documents.
A10.	Ability to independently prepare correspondence to assist attorneys in preparing the less complex correspondence.
A11.	Ability to interact tactfully with courts, administrative agencies, governmental entities, co-counselors, opposing counsel, or witnesses, to ensure a professional representation of the Department.
A12.	Ability to work under pressure and time constraints while handling changing priorities/deadlines to complete assigned tasks and assist the attorneys and /or managerial staff.
A13.	Ability to assume leadership role over a given assignment to ensure timeliness of completion.
A14.	Ability to multi-task in order to manage multiple projects and deadlines.
A15.	Ability to exercise good judgment to maintain a professional, effective work environment.

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Skill to:	
S1.	Skill to coordinate and schedule basic legal services in order to assist the attorneys with legal proceedings.
S2.	Skill to screen mail, visitors, and telephone calls to effectively determine the importance and respond appropriately.
S3.	Skills to organize and prioritize workload to ensure all deadlines are met.
S4.	Skill to accurately proofread all work assignments to check for spelling, grammar, and punctuation errors.

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Personal Characteristics:

PC1.	A demonstrated interest in assuming increasing responsibility.
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