



FOR HR USE	
Exempt	Non-Exempt <input checked="" type="checkbox"/>
POSN Number	999767
Grade	10

D R A K E U N I V E R S I T Y  
J O B D E S C R I P T I O N

NAME: VACANT

DEPARTMENT: LAW SCHOOL LEGAL CLINIC      TITLE: LEGAL SECRETARY

REPORTS TO:      SPVR TITLE: DIRECTOR, LEGAL CLINIC  
PROFESSOR OF LAW

TO APPLY: Submit cover letter and resume with references to:  
**Jim Schneider**  
**Drake University**  
**Legal Clinic**  
**2507 University Avenue**  
**Des Moines, IA 50311**  
**Email: [james.schneider@drake.edu](mailto:james.schneider@drake.edu)**

**ESSENTIAL JOB FUNCTIONS**

- Perform daily clerical duties such as answering and screening telephone calls; taking messages; sorting and distributing incoming mail and faxes; copying and collating; and other routine duties necessary to assist senior personnel and departmental management. Greets and assists visitors in a courteous and helpful manner. Perform administrative or clerical duties as needed. Utilize software skills (i.e., word processing, spreadsheets, graphics, databases, etc.) in order to update and maintain departments' or assigned areas' computer system and files necessary to support information requirements of assigned director and/or staff. 35%
- Maintain records and files of the department which include on-line databases, e.g., active file indices and records management on-line control system. File and retrieve documents within a standardized system. Setup and maintain inactive records storage. 30%
- Perform paralegal tasks and duties to support counsel and staff in litigations, audits, and investigations. Specific tasks may include review of records for issues, relevancy, and privilege, and preparation and production of records. Draft and prepare for filing legal documents and pleadings. Prepare paralegal tasks and duties, e.g., deeds, mortgages, contracts, endorsements, policies, commitments. 15%
- Interview victims and witnesses to determine facts on incidents under investigation. 10%
- Handles special projects, surveys, reports and information requests. 5%
- Responsible for establishing and maintaining efficient office workflow procedures in order to provide word processing, filing, document preparation, billing, calendar and telephone support to attorneys. 5%

Perform other duties as assigned.

Comments: \_\_\_\_\_

---

---

---

---

---

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

**ESSENTIAL ELEMENTS**

EDUCATION: High school diploma or GED - Ability to read, write, perform basic arithmetic and follow verbal and written instructions.

EXPERIENCE: Considerable: 3-7 years.

OTHER ESSENTIAL TRAINING AND SKILLS: Computer Experience (Macintosh and / or PC), Spreadsheet / Database Applications (i.e. Microsoft Excel Access, FileMaker), Word Processing Applications (i.e. Microsoft Word, Word Perfect), Language Skills, Other

**SCOPE**

COMPLEXITY: Work is substantially complex and varied and requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures as well as interpret precedents.

CONSEQUENCE OF ERROR: Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of organization activities.

DECISION MAKING: Routine Decisions - Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own departmental area. Specific job activities and results are typically reviewed closely.

IMPACT: Minor Impact - Minor impact on University-Wide Operations, causing some improvements or efficiencies.

---

---

**WORKING CONDITIONS & PHYSICAL EFFORT**

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.	X				
2. Lift objects weighing 21 to 50 pounds.	X				
3. Lift object weighing 51 to 100 pounds.	X				
4. Lift objects weighing more than 100 pounds.	X				
5. Carry objects weighing up to 20 pounds.	X				
6. Carry objects weighing 21 to 50 pounds.	X				
7. Carry objects weighing 51 to 100 pounds.	X				
8. Carry objects weighing 100 pounds or more.	X				
9. Standing up to two hours at a time.	X				
10. Standing for more than two hours at a time.	X				
11. Twisting or turning head or back.					X
12. Stooping, bending, kneeling, or crawling.				X	
13. Ability to reach and grasp objects.				X	
14. Manual dexterity or fine motor skills.				X	
15. Color vision - the ability to identify and distinguish colors.					X
16. Ability to communicate orally.					X
17. Ability to hear.					X
18. Pushing or pulling carts or other such objects.		X			
19. Proofreading and checking documents for accuracy.					X
20. Using a keyboard to enter and transform words or data.					X
21. Using a video display terminal.					X
22. Working in a normal office environment with few physical discomforts.					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.		X			
26. Operating automobile or van.	X				
27. Operating heavy equipment.	X				
28. Extreme temperatures, such as cold or heat.	X				
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects	X				
30. Other physical ability or hazard exposure required by the job.	X				