

## **DEFINITION OF TERMS OF MINIMUM QUALIFICATIONS:**

### **Pattern II**

**“Four years of experience in legal stenographic and/or clerical work, at least two years of which shall have been in a supervisory capacity.”:**

- Legal Stenographic Work:
  - Printing and sending dockets or calendars of cases to be called, using computers or other office equipment.
  - Record case dispositions, court orders or arrangements made for payment of court fees.
  - Prepare documents recording the outcomes of court proceedings.
  - Perform administrative tasks, such as answering telephone calls, filing court documents or maintaining office supplies or equipment.
  - Instruct parties about timing of court appearances.
  - Prepare and issue orders of the court, such as probation orders, release documentation, sentencing information or summonses.
  - Prepare dockets or calendars of cases to be called, using computers or other office equipment.
  - Examine legal documents submitted to courts for adherence to laws or court procedures.
  - Search files and contact witnesses, attorneys or litigants to obtain information for the court.
  - Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees or payment of fines.
  - Explain procedures or forms to parties in cases or to the general public.
  
- Clerical Work:
  - Check completed work for spelling, grammar, punctuation and format.
  - Electronically sort and compile text and numerical data, retrieving, updating, merging and bate stamping documents as required.
  - Gather, register and arrange materials to be typed.
  - Answer telephone requests for basic information.
  - Prepare and publish attorney’s drafts of bills, pleadings and other legal documents.
  - Type correspondence, reports, text and other written material from rough drafts, corrected copies, voice recordings, dictation or previous versions, using a computer or other office equipment.
  - Answer telephone requests for complex or detailed information.
  - Schedule depositions and confirming court reporters, interpreters and other personnel.
  - Work closely with internal offices for accounting and other purposes.