



LEGAL SECRETARY

DEFINITION

Under general supervision, performs responsible confidential administrative and legal support duties for the City Attorney's Office; receives and resolves questions and complaints; prepares and processes a variety of legal documents and correspondence; conducts research on legal matters; maintains legal files, records, and documents; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney. Exercises no direct supervision.

CLASS CHARACTERISTICS

This is a journey-level class responsible for a wide variety of complex legal administrative work requiring independent judgement and discretion. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Types, edits, and formats legal documents including pleadings, briefs, opinions, ordinances, resolutions, contracts, correspondence, and other legal matters.
- Submits court filings and performs servicing of legal documents; maintains office law library.
- Prepares routine departmental correspondence and maintains files of correspondence, contracts, legal opinions, and other related records and documents.
- Performs special assignments or projects including researching and compiling information and preparing reports.
- Provides information in person or over the telephone relative to departmental procedures, policies, and records.
- Coordinates and makes travel arrangements for staff; maintains schedules and calendars; arranges meetings and conferences.
- Performs accounts payable duties and assists with the coordination of the department budget.
- Performs clerical duties such as preparing, editing, copying, filing, and scanning documents; distributes mail.
- May assist in the coordination of mandated City-wide training.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Legal office terminology, processes, procedures, and the format for legal documents.
- Administrative office support and secretarial practices and procedures, including filing and business letter writing.

- Operating procedures of a legal office.
- Laws, rules, and regulations governing public agency meetings.
- Calendaring requirements for legal items, including court filings.
- Principles and practices of legal recordkeeping.
- Business arithmetic, including percentages and decimals.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform assigned duties with minimal supervision.
- Research and analyze information and data.
- Work with accuracy and thoroughness under tight deadlines.
- Understand and carry out oral and written instructions.
- Maintain strict confidentiality of all records and information within the department.
- Coordinate activities with other City departments and agencies as required.
- Prepare clear, concise, and complete reports and other written material.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Attend, represent the department, and make presentations at Council, interagency committees, and other meetings.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to graduation from high school;

AND

Two (2) years of full-time legal clerical experience involving the preparation and processing of legal documents.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

Emergency Service Workers: All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	April 2017
Revised	November 2021
FLSA	Non-Exempt
Salary Schedule	Confidential/Range 17