

LEGAL SECRETARY

Salary Range: 20 (Confidential Salary Schedule)

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; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level class responsible for a wide variety of complex legal administrative work requiring independent judgement and discretion.

SUPERVISION RECEIVED AND EXERCISED

The incumbent reports to the City Attorney or designee.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

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.
- Handles the court filing and servicing of legal documents; maintains law library.
- Handles routine departmental correspondence independently, and maintains files of correspondence, contracts, legal opinions, and other records and documents.
- Assists staff by performing duties related to 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; maintains schedules and calendars; arranges meetings and conferences.
- Performs administrative duties related to department activities such as preparing, editing, copying, filing, and scanning documents; distributing mail.
- Assists with the coordination of mandated training.

EMPLOYMENT STANDARDS

Knowledge of:

- City rules and regulations related to area of assignment.
- Legal terminology.
- Purpose, format, and processing procedures of a wide variety of legal forms and documents.
- Calendaring requirements for legal items, including court filings.
- Principles and practices of legal record keeping.
- Operating procedures of a legal office.
- Laws, rules and regulations governing public agency meetings.
- Principles and practices of technical report and business letter writing.

- Correct English usage, grammar, spelling and punctuation.
- Modern office practices and technology, including typical personal computer hardware and software applications.

Ability to:

- Perform legal secretarial 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.
- Organize work activities, meet deadlines, and complete work accurately.
- Operate a variety of office equipment including personal computers, fax machines, and copiers, etc.
- Communicate clearly and concisely, both orally and in writing.
- Maintain accurate and effective filing systems and records.
- Maintain strict confidentiality of all records and information within the department.
- Type at a speed necessary for successful performance on the job.
- Demonstrate a high level of customer service.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the 12th grade, and two (2) years of full-time legal clerical experience involving the preparation and processing of legal documents.

GENERAL QUALIFICATIONS

License Requirements:

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, squat, twist and reach while retrieving and/or returning files, supplies or equipment; perform simple grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communication with others, reading and writing, and operating office equipment; use a telephone to communicate verbally and use a keyboard to communicate through written means, review information and enter-retrieve data; see and read

characters on computer screen; lift light weights; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Working Conditions:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and explaining departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participate in afterhours on-call assignments.

Adopted: April, 2017

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.