

## LEGAL SECRETARY I

### **DEFINITION**

Under supervision, provides responsible and confidential legal secretarial support to the professional legal staff in the City Attorney's Office.

### **SUPERVISION RECEIVED/EXERCISED**

Receives direct supervision from the Law Office Manager.

### **DISTINGUISHING CHARACTERISTICS**

Legal Secretary I is the journey level class in the Legal Secretary series assigned to the City Attorney's Office. Incumbents perform specialized legal secretarial duties requiring technical skills and the application of independent judgment to work where standard procedures apply. The position of Legal Secretary I is not a flexible position in that qualification for Legal Secretary II would be at the discretion of the Department Head or through the examination process.

The Legal Secretary I class is distinguished from the Legal Secretary II in that incumbents at the Legal Secretary I level are expected to perform assigned duties with instruction and training.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

(May include, but are not limited to, the following:)

Screen telephone calls and assist the public by providing technical information as required and refer inquiries as appropriate.

File and index office records, legal documents, and library materials.

Types a variety of legal and technical material from drafts, dictation, and forms; transcribes dictation of a legal and confidential nature, including witness statements; transcribes verbatim transcripts from recordings of public meetings and hearings; proofreads and corrects material for proper form, accuracy, and completeness.

Prepares routine facets of document discovery and document management; performs preparation and filing of documents in state and federal courts and trial preparation; prepares and compiles administrative records.

Types and proofreads state and appellate court briefs, ordinances, resolutions, contracts, deeds, and other legal and technical material for proper form, accuracy and completeness.

Predetermine and schedule court dates for depositions, court and administrative hearings and trials; assemble and prepare trial binders, and send notices to interested parties. Compute suspense dates and deadlines for timely filing of litigation documents and maintain a tickler system.

Receive and itemize mail on a word processing log.

Serve as a liaison between professional legal staff, witnesses, law enforcement agencies and the general public.

Take complaint from citizens and give information to the public and city employees concerning standard policies, procedures and law not requiring attention of an attorney.

File and index office records, legal documents, and library materials.

Operate standard office equipment, including information/word processing equipment electronic mail, calendaring, and case/matter databases.

Perform related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Standard office practices, procedures and equipment.

English usage, spelling, grammar and punctuation.

Automated filing and record keeping systems.

Legal terminology, documents and procedures related to the court system and civil process.

Legal citations, court filing procedures and other legal research skills necessary for development, drafting and filing legal documents with state and federal courts.

#### **Skill to:**

Operate and use standard office equipment, including information/word processing equipment, electronic mail, calendaring, and case/matter databases.

#### **Ability to:**

Understand the organization and operation of outside agencies as necessary to assume assigned responsibilities.

Become familiar with and follow the organization, procedures and operating details of the City Attorney's Office.

Communicate effectively, both orally and in writing.

Compile and maintain complex and extensive records and prepare appropriate reports.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Type accurately at a speed necessary for timely completion of assigned duties.

**MINIMUM QUALIFICATIONS**

**Experience:**

One year of increasingly responsible secretarial experience in a private law office or court system.

**AND /OR**

**Education:**

Completion of 15 units from an accredited college or trade school specializing in legal secretarial courses.

**Special Requirement**

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_