

## **LEGAL SECRETARY II**

### **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 II is an advanced journey level 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 do not apply.

The Legal Secretary II class is distinguished from the Legal Secretary I in that incumbents at the Legal Secretary II level are expected to perform assigned duties with only occasional instruction. This class is distinguished from Law Office Manager in that the latter provides supervision for the legal secretarial and clerical staff.

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

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

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 all facets of document discovery and document management; performs preparation and filing of documents in state and federal courts and trial preparation; prepare and compile 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 notifying interested parties. Compute suspense dates and deadlines for timely filing of litigation documents and maintain a tickler system.

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

Screen telephone calls and assist the public by providing technical information as required and refer inquiries as appropriate. Take complaints from citizens and give information to the public and city employees concerning standard office policies and law not requiring attention of an attorney.

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

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

Receive and itemize mail on a word processing log.

Perform related duties as required.

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

#### **Knowledge of:**

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

Familiarity with the types of documents and work encountered in a municipal law office; e.g., corporate and business law, land use, real estate, eminent domain, legislative, public finance, procurement, capital projects, contracts and agreements, code enforcement, and economic development.

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

Standard office practices, procedures and equipment.

Automated filing and record keeping system.

#### **Skill to:**

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

#### **Ability to:**

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

Complete, make grammatical and spelling changes, and proofread documents from drafts, forms or dictation, and appropriately process them by indexing, filing, and distributing to the client or appropriate entity.

Organize and plan the day-to-day clerical and administrative activities; maintain a calendar of filing dates, meetings and appointments, and keep attorneys apprised of deadline dates for timely filing of legal documents and project timelines.

Multi-task and handle complex and/or multi-faceted projects and follow through with limited time constraints.

Compile, organize and maintain confidential complex and extensive records and prepare appropriate reports; complete complex document editing instructions while maintaining the correct organization of components such as sequence of report and number of exhibits and attachments.

Interpret and apply operating principles and procedures of the function to which assigned, and understand the Legal Secretary's role in the assignment.

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

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

Understand and follow complex written and oral instructions and efficiently prioritize work and complete assignments within designated time deadlines. Work with advanced formatting features, such as, footnote citations, table of authorities, and redline versions and track changes.

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

Communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Experience:**

Three years of increasingly responsible legal secretarial experience performing the full range of legal secretarial duties in litigation or transactional law.

**Special Requirement:**

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

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

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