



## Position Description

### **LEGAL SECRETARY**

#### **GENERAL PURPOSE**

Provides a variety of routine, complex and confidential clerical, administrative, technical, paralegal and paraprofessional work in support of the City Attorney's Office. This position deals with matters often of a confidential nature, including, litigation, government tort claims, workers compensation claims, personnel, labor relations and other legal matters involving the City.

#### **DISTINGUISHING CHARACTERISTICS**

This position provides legal clerical, paralegal and paraprofessional support for the City Attorney's Office entailing specialized job duties such as using legal terminology, processes, forms, and reference materials and dealing with the public, elected officials, courts, attorneys, and City management staff. This is an advanced journey-level, highly confidential clerical position. This position is an at will, unclassified position covered by an employment agreement with the City.

#### **SUPERVISION RECEIVED**

Works under the direct supervision of the City Attorney.

#### **SUPERVISION EXERCISED**

None generally. May exercise supervision over clerical, temporary or other staff, as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** (Illustrative only)

Typing and assembling a variety of documents including correspondence, memoranda, resolutions, ordinances, pleadings, briefs, notices, contracts, agreements, leases, deeds, labor relations related documents, and other materials from corrected copy, computer files, rough drafts, notes, dictating equipment or brief instructions where legal form may be involved and where it is often necessary to assemble information and documents from various sources; Receiving and screening visitors and telephone calls;

Providing factual information to the public or City personnel using good judgment, tact and diplomacy;

Obtaining information pertaining to legal matters from a variety of sources, including City departments, courts, insurance companies, third-party claims administrators, outside law firms, legal texts, Westlaw, Lexis-Nexis and the Internet;

Performing the most complex clerical and administrative support to the City Attorney's Office including the organization and maintenance of various administrative, reference, and follow up files; making appointments and maintaining a calendar, scheduling and arranging for meetings and making travel and meeting related arrangements;

Working closely with the City Attorney to maintain a clear understanding and knowledge of the City Attorney's priorities, philosophies, goals and objectives and to assist in operating the office consistent with them; working collaboratively with other City staff.

Maintaining records and calendars of the processing of legal documents to ensure necessary deadlines are met;

Classifying, cross-referencing, indexing and filing legal related and City Attorney's Office documents using established filing system;

Gathering, reviewing and organizing documents in response to public records requests.

Arranging for the filing and service of court documents and reviewing and retrieving documents from court files.

Providing information and resolving complaints, which regularly require the use of judgment and the interpretation and application of policies and procedures.

Using current computer software programs to prepare drafts and final documents; reviewing finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.

Investigating and following-up on citizen requests for service, complaints, and requests for information.

Performing other duties as assigned.

### **PERIPHERAL DUTIES**

Attend seminars and workshops related to administrative duties and responsibilities.

May serve as a member of employee committees or groups.

May represent the City Attorney at various meetings and functions.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

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

- (A) Graduation from a high school, or equivalent, supplemented by advanced legal related clerical training, and
- (B) A minimum of at least two (2) years of related legal clerical experience.

### **Necessary Knowledge. Skills and Abilities:**

- (A) Working knowledge of legal terminology, phraseology, forms, procedures, documents, court rules, legal style for California state and federal courts, general rules of citation, legal research, and law office operations and practices; office administrative and secretarial practices and procedures such as business letter writing; organization and functions of city government, including roles of elected officials and appointed board and commission members; correct English usage, including spelling, grammar, punctuation and vocabulary; office management techniques and budgeting principles and practices;
- (B) Skill in operation of tools and equipment listed below;
- (C) Ability to provide varied, responsible and confidential secretarial, administrative, paralegal and paraprofessional) support for the City Attorney; interpret, apply and explain complex policies and procedures; use tact, discretion, initiative and independent judgment within established guidelines; research, compile and summarize a variety of informational materials; compose correspondence independently or from brief instructions; accurately record and maintain records; establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; recommend solutions and adopt effective courses of action; plan, organize, and schedule priorities in the office communicate effectively verbally and in writing; and type at a net 55 wpm from printed copy.

## **SPECIAL REQUIREMENTS**

Possession of and maintenance of California Driver's License.

## **TOOLS & EQUIPMENT USED**

Typewriter, personal computer, including word processing, spreadsheet, data base and Internet software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine and other modern office equipment.

## **PHYICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. At times, the work environment can be quite hectic and requires an ability to perform multiple tasks and maintain considerable tact when dealing with others, regardless of how one is treated by others.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Revision History: