



Legal Secretary

Purpose of the role:

Under direction, performs a full range of varied complex, sensitive, highly responsible, and confidential legal, secretarial, and administrative support functions of a general or specialized nature in support of the City Attorney's Office with only occasional instruction or assistance; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail; and performs related duties as assigned.

Distinguishing Characteristics:

The Legal Secretary classification is distinguished from other secretarial and office support classes in that incumbents in the Legal Secretary class perform highly specialized tasks in a law department environment. Incumbents in the Legal Secretary class perform legal secretarial and administrative support tasks requiring a thorough knowledge of legal procedures and terminology.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Performs a wide variety of complex and responsible legal secretarial and administrative duties in support of staff in the City Attorney's Office; relieves supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
- Processes court filings for pleadings, bankruptcies, code compliance, and other matters; serves discovery documents; prepares subpoenas for police officers, animal control officers, and CRPD Rangers; sets-up and calendars court appearances and depositions; serves legal documents on outside counsel; mails and sets-up appropriate service of process; sends legal and related materials to outside counsel, insurance adjusters, and related agencies.
- Receives and processes liability claims filed against the City; reviews claims to ascertain that proper documents are present; sets up new claim files and add claim to annual claim report; sends information to the City's insurance adjuster for reserve purposes; requests investigative reports from various City departments; requests reports from outside agencies including law enforcement departments; calendars and monitors claim procedures deadlines; submits agenda transmittals for City Council meeting with the City Attorney's recommendations; maintains logs to ensure deadlines are met.

- Composes and distributes correspondence to claimants, attorneys, insurance companies, and related agencies; types releases according to facts of the claim; maintains active files and closes and purges inactive files in accordance with the City's records retention schedule.
- Drafts and/or types, word processes, formats, edits, revises, and prints a variety of documents and forms including ordinances, resolutions, deeds, contracts, complaints, and a full range of documents related to area of assignment; keeps current on filing and various deadlines; responds to requests for production of legal documents; copies, mails, emails, faxes, and arranges delivery of documents; prepares proof of service for the serving of legal documents.
- Proofreads documents for attorneys; checks for proper format; makes any necessary corrections as to spelling and/or grammar; provides suggestions for content changes if wording is unclear.
- Serves as liaison between the City Attorney's Office and the general public, City staff, and outside groups and agencies; provides general and specialized information and assistance regarding assigned function that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explains programs, policies, and activities related to specific program area of assignment; receives and screens office and telephone callers; responds to complaints and requests for information relating to assigned responsibilities; refers callers and/or complaints to appropriate City staff for further assistance as needed and/or takes or recommends actions to resolve the complaint.
- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; coordinates arrangements and sets up meeting rooms; notifies participants; prepares and/or assembles meeting materials.
- Coordinates, makes, processes, and confirms staff travel arrangements; types itineraries, requests travel advances; compiles expense reports.
- Attends to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and maintaining up-to-date reference materials; organizes and maintains office and specialized files in accordance with the City's records management program.
- Receives and distributes department mail; tracks materials from other departments for review and/or signature.
- As assigned, acts in the absence of the Legal Office Assistant.
- Serves on special City committees and task forces.
- Performs related duties as required



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Legal office methods, procedures, terminology, and documents.
- Court rules and procedures.
- Standard legal references and their contents.
- Government liability claim requirements and procedures.
- Statutory deadlines for responding to and/or filing pleading documents.
- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and databases.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- Records management principles and procedures including record keeping and filing principles and practices.
- Methods and techniques of proper phone etiquette.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.

Ability to:

***Desired
Minimum
Qualifications:***

- Perform a full range of varied complex, sensitive, highly responsible, and confidential legal secretarial and office administrative support functions of a general or specialized nature in support of the City Attorney's Office with only occasional instruction or assistance.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Learn and effectively utilize various software applications.
- Learn and apply new information and skills.
- Type or enter data at a speed necessary for successful job performance.
- Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
- Participate in researching, compiling, analyzing, and interpreting data.
- Compose correspondence and prepare standard legal documents from brief instructions.
- Prepare clear, accurate, and concise records and reports.
- Organize, research, and maintain legal and office files and calendars.
- Perform mathematical calculations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.

- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Strategic Thinker
- Results Oriented
- Customer-Focused
- Flexible/Adaptable
- Planner and Organizer
- Interpersonally Effective
- Technically Knowledgeable

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

Education and Experience Guidelines:

Education:

Equivalent to completion of the twelfth grade. Supplemental specialized legal secretarial or related course work is highly desirable.

Experience:

Three years of secretarial or clerical experience in a law office.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license is required.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; frequent interaction with City staff, outside legal staff, litigants and claimants and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: