

LEGAL SECRETARY TO COUNTY COUNSEL

DEFINITION

Under direct or general supervision, provides a variety of specialized and complex legal, administrative, secretarial and clerical services to the Office of County Counsel; and other duties as required.

DISTINGUISHING CHARACTERISTICS

This is the fully qualified position for a legal secretary; reports to County Counsel. This is a Confidential classification to be used only in the County Counsel Office. Incumbents in this position are involved with issues pertaining to decisions of County management affecting employee-employer relations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from County Counsel.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Prepares, types, formats and reviews a variety of legal documents, including: complaints, motions, pleadings, petitions, demands, opinions, briefs, affidavits, stipulations, orders, declarations, resolutions, ordinances, letters, reports and memoranda. Checks drafts of legal documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.

Prepares, processes, verifies, and reviews forms, schedules, records, reports, lists, bookkeeping and other documents for completeness and conformance with established regulations and procedures.

Monitors time lines associated with submission, preparation and response to legal actions; calendars matters with the courts and ensures that all court matters are properly and timely calendared on the attorney's calendar.

Prepares and serves legal notices.

Gathers, assembles, updates, and distributes a variety of department specific information, reports, forms, records, and data as requested.

Composes routine letters or other correspondence.

Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.

Accurately prepares claims, expense reports, budget reports, department payroll sheets and time cards; performs routine bookkeeping and/or accounting work.

Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; directs callers to appropriate County staff.

Performs a wide variety of general clerical duties to support departmental operations; including filing, preparing records and monthly reports, scheduling appointments, maintaining calendars, and ordering and maintaining office and other related supplies.

Organizes and maintains various administrative, reference and legal files and maintains complete files with accuracy.

Coordinates travel arrangements and accommodations for staff; submits all related paperwork.

Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Organization and function of public agencies, including the role of elected and appointed boards and commissions;

Applicable federal and state laws, codes, regulations, policies, technical processes, and procedures;

Legal terminology, and proper formatting for legal briefs and other legal documents;

Standard resource materials used in preparing legal documents;

Modern legal filing systems and procedures;

Civil court procedures, protocol, and practices;

Modern office administrative and secretarial practices and procedures, including the use of standard office equipment;

Business letter writing and the standard format for reports and correspondence;

Principles and practices of data collection and report preparation;

Record keeping principles and procedures;

Business arithmetic and basic statistical techniques;

Computer applications related to the work, including word processing, database, and spreadsheet applications;

English usage, grammar, spelling, vocabulary, and punctuation;

Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

Ability to:

Perform responsible legal secretarial support work with accuracy, speed, and under minimal supervision;

Prepare complex legal documents, accurate reports and technical correspondence;

Provide varied, responsible legal secretarial, and office administrative work requiring the use of tact and discretion;

Learn and understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities;

Learn, interpret, and apply administrative and departmental policies and procedures;

Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions;

Compose correspondence and reports from brief instructions;

Organize, maintain, and update office database and records systems;

Make accurate arithmetic, financial, and statistical computations;

Enter and retrieve data from a computer with sufficient speed and accuracy;

File materials alphabetically, chronologically, and numerically;

Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction;

Operate modern office equipment including computer equipment and software programs;

Use English effectively to communicate in person, over the telephone, and in writing;

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations;

Maintain high personal standards of ethics and integrity;

React calmly and professionally in emergency, emotional and/or stressful situations;

Maintain significant flexibility in daily operations and decision making;

Work independently and as a team member;

Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

EXPERIENCE AND TRAINING GUIDELINES:

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

Experience:

Two (2) years of legal office experience involving research, review, preparation and processing of legal documents and pleadings.

Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized clerical, secretarial or legal training and the completion of a certificate program for paralegal studies from an accredited college or university.

Certifications and Licenses:

Certification by the California State Bar Association as a certified law student or certification as a Legal Assistant, or Paralegal preferred.

WORKING CONDITIONS:

Work is performed in an office environment. May be subject to repetitive motions, such as typing and vision to monitor. May be subject to angry or distraught citizens.

	Without Paralegal Cert.	With Paralegal Cert
Classification Code:	7633003	7633004
Bargaining Unit:	07	07
FLSA Status:	Y	Y
Workers' Compensation Code:	8810	8810
Pay Table:	CNTY	CNTY
Range:	SEE SALARY TABLE	