



CITY OF
HAYWARD
HEART OF THE BAY

DATE: July 12, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Legal Secretary I/II

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Legal Secretary I/II to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Legal Secretary I/II job description has been updated to reflect current duties performed, modern technology, and industry standards. The typing certificate requirement has been eliminated because those skills are not needed as the job of a Legal Secretary has evolved in the last ten years. The changes made to the job description also reflect alignment with the internal organizational structure of the City Attorney's Office and the City's classification plan.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The job description was updated to reflect current duties performed, modern technology, and industry standards. The changes also reflect alignment with the internal organizational structure of the City Attorney's Office and the City's classification plan. Prior to the current revisions, the job description for Legal Secretary I/II had not been updated since 1990.

The typing certificate requirement was eliminated since typing is no longer a substantial part of the job duties. As a result, the typing test has little content validity, and its use as a selection tool is inappropriate, as there is no direct relationship between abilities measured by the typing test and skills necessary to perform the job.

The changes to the Legal Secretary I/II job description were shared with representatives of SEIU Local 1021 Clerical Unit and its representatives are in agreement with these changes. The Legal Secretary I/II job description was revised to update the supervision received and exercised, essential duties, job related and essential qualifications, experience and education, and special requirements. The changes to the job description are as follows:

Added **“SUPERVISION EXERCISED”** section:

“Legal Secretary I”

“None”

“Legal Secretary II”

“May exercise technical supervision over assigned clerical positions.”

ESSENTIAL DUTIES

Added:

- “Check legal documents for accuracy, format, compliance with court rules, policies and procedures.”
- “Transcribe a variety of correspondence, ordinances, resolutions, legal pleadings, agreements and various legal forms from dictating equipment, rough copy and abbreviated notes or shorthand notes.”
- “Assist in the coordination of overall office activities and work flow; perform administrative detail, such as coordinating and scheduling activities; and acting as liaison between departments and other agencies.”
- “Respond to questions regarding departmental policies, procedures, and practices, ensuring the appropriate distribution of information designated as confidential.”
- “Answer telephone, screen calls and receive clients; exercise judgment in providing information requested.”
- “Calendar and schedule court dates, meetings and appointments.”
- “Set up and maintain a variety of legal files such as litigation files, work files and research files.”
- “Establish and maintain logs, filing and other recordkeeping systems.”
- “Separate and route incoming mail; receive and charge out supplies.”

Replaced: “Type, edit and format...” with “Draft, word process, and type complex...”

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Legal Secretary I

Knowledge of:

Added:

- “Techniques for providing a high level of customer service to the public and City staff, in person, and over the telephone.”
- “Computer applications including word processing.”
- “Alphabetical and numerical sequences used in filing.”
- “...business...” to “English usage...”
- “...vocabulary...”

Replaced: "...typing..." with "...writing..."

Removed: "Modern office practices, procedures and computer equipment."

Ability to:

Added:

- "Learn the policies and procedures pertaining to the City Attorney's office."
- "Organize and maintain legal files and records."
- "Organize work, set priorities, and meet critical deadlines."
- "...operate a variety of office machines."

Replaced:

- "...under stress..." with "...fast-paced work environment, with constantly changing priorities."
- "...clearly and concisely..." with "...effectively..."
- "Establish and maintain effective working relationships with those contacted in the course of work." with "Establish and maintain cooperative, effective, and professional work relationships with those contacted in the course of work, including other City departments, City officials, and outside agencies."

Removed:

- "Evaluate situations and people and to adopt a reasoned course of action."
- "Type at a minimum of 50 words per minute."

Legal Secretary II

Knowledge of

Added:

- "Law office practice, work procedure and equipment practices."
- "Techniques for effectively representing the City in contacts with governmental agencies, business and professional organizations, and litigants."

Replaced: "Legal terms, forms, documents." with "Legal terminology, general legal forms and documents."

Removed:

- "Court procedures and requirements."
- "Operating procedures of a legal office."

Ability to:

Added:

- "Make independent judgement within established guidelines."
- "Prepare and format complex legal documents from general instructions with speed and accuracy."
- "Compose correspondence independently."

EXPERIENCE AND EDUCATION

Legal Secretary I

Legal Secretary II

Replaced: "Training" with "Education"

Added:

- "... supplemented by course work in public administration, paralegal studies or a closely related field."
- "Possession and maintenance of a valid Class C California Driver's License."

Added "**SPECIAL REQUIREMENTS**" section:

"Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodations."

Probationary Period

Replaced: "six (6) months" with "one (1) year"

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Initiatives.

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