

## **LEGAL SECRETARY I/II**

### **DEFINITION**

To perform specialized, confidential and diversified legal secretarial work; to assist in scheduling and the handling of office details; and to relieve legal staff of administrative detail.

### **DISTINGUISHING CHARACTERISTICS**

Legal Secretary I - This is the entry level class in the Legal Secretary series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Legal Secretary I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Legal Secretary II - This is the full journey level class in the Legal Secretary series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

### **SUPERVISION RECEIVED**

#### **Legal Secretary I**

Receives immediate supervision from the City Attorney, and technical and functional supervision from the Legal Assistant.

#### **Legal Secretary II**

Receives general supervision from the City Attorney, and technical and functional supervision from the Legal Assistant.

### **SUPERVISION EXERCISED**

#### **Legal Secretary I**

None.

SUPERVISION EXERCISED (Continued):

Legal Secretary II

May exercise technical supervision over assigned clerical positions.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Draft, word process, and type complex legal documents including pleadings, briefs, opinions, orders, contracts, correspondence and other legal matters.

Check legal documents for accuracy, format, compliance with court rules, policies and procedures.

Handle routine departmental correspondence independently, and maintain files of correspondence, contracts, legal opinions and other records and documents.

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.

Assist other staff by performing duties related to special assignments or projects including researching and compiling information.

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.

ESSENTIAL DUTIES (Continued):

Separate and route incoming mail; receive and charge out supplies.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Legal Secretary I

Knowledge of:

Techniques for providing a high level of customer service to the public and City staff, in person, and over the telephone.

Principles and practices of technical report writing.

Business English usage, grammar, spelling, vocabulary and punctuation.

Computer applications including word processing.

Alphabetical and numerical sequences used in filing.

Ability to:

Learn the policies and procedures pertaining to the City Attorney's office.

Work with accuracy and thoroughness in a fast-paced work environment, with constantly changing priorities.

Communicate effectively orally and in writing.

Organize and maintain legal files and records.

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.

Transcribe from dictating equipment and operate a variety of office machines.

Organize work, set priorities, and meet critical deadlines.

## EXPERIENCE AND EDUCATION

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

Experience: Two years of responsible secretarial experience.

Education: Equivalent to the completion of the twelfth grade supplemented by course work in public administration, paralegal studies or a closely related field.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

### Legal Secretary II

In addition to the qualifications of the Legal Secretary I:

Knowledge of:

Law office practice, work procedure and equipment practices.

Legal terminology, general legal forms and documents.

Techniques for effectively representing the City in contacts with governmental agencies, business and professional organizations, and litigants.

Ability to:

Perform legal secretarial duties with little supervision.

Make independent judgement within established guidelines.

Prepare and format complex legal documents from general instructions with speed and accuracy.

Research and analyze background information.

Compose correspondence independently.

### EXPERIENCE AND EDUCATION

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

Experience: Two years experience performing legal secretarial duties similar to the Legal Secretary I in the City of Hayward.

Education: Equivalent to the completion of the twelfth grade supplemented by course work in public administration, paralegal studies or a closely related field.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

### SPECIAL REQUIREMENTS

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: One (1) year

C930 (Legal Secretary I)

C935 (Legal Secretary II)

July 1984

Revised May 1990

Revised May 2018

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt