

LEGAL SECRETARY I / II

DEFINITION

To perform a variety of responsible legal, secretarial and clerical functions in support of the County Counsel's Office, District Attorney's Office, or Human Services Department; to prepare a variety of legal documents; and to perform related duties and responsibilities as required.

DISTINGUISHING CHARACTERISTICS

Legal Secretary I is the entry-level classification in the series. Initially under close supervision, incumbents perform a variety of legal secretarial duties while learning County policies and procedures. This classification is flexibly staffed with Legal Secretary II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the experience and time-in-grade requirements for Legal Secretary II.

Legal Secretary II is the journey-level classification in the series. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies and be able to exercise independent judgment while performing complex legal secretarial support work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from from the assigned department head or a higher level professional or management position.

Positions in these classifications do not exercise lead or supervisory responsibility.

EXAMPLES OF ESSENTIAL FUNCTIONS

Establishes and maintains legal case files.

Prepares, processes and files complaints, motions, petitions, declarations, orders, memoranda, dismissals, stipulations, extraditions and other legal documents as directed.

Prepares subpoenas for signature and forwards to proper agency for service; may assist in locating witnesses and serving witnesses with subpoenas.

Fulfills discovery requests from attorneys in accordance with department policies and procedures.

Prepares, processes and maintains a variety of correspondence, memos, legal forms, records and reports.

Receives and logs in police reports.

Reviews documents to ensure accuracy, completeness and adherence to prescribed format, procedures and regulations.

Monitors assigned cases, including the payment of fees and fines and completion of court orders.

Receives and screens visitors and telephone calls; provides information as requested and/or refers the visitor / caller to appropriate staff person; takes messages as necessary.

Performs criminal background checks as requested.

Assists in coordinating activities with those of other divisions, departments and agencies as appropriate.

Performs special assignments requiring research and the independent preparation of data; may assist in the preparation of grant applications.

Receives and responds to routine inquiries, requests for information and complaints.

Performs other routine secretarial / clerical work as required, including but not limited to typing correspondence and reports, speed note taking with accuracy, scheduling appointments and maintaining calendars, making travel arrangements for staff, entering computer data, completing and processing forms, copying and distributing documents, filing documents and retrieving files, sending and receiving faxes, processing mail, maintaining lists and logs, and ordering office supplies, etc.

May perform Notary Public duties.

EMPLOYMENT STANDARDS

Knowledge of:

Legal Secretary I:

Modern office practices and technology, including filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Legal terminology and legal office practices and procedures.

Methods of preparing and processing various legal documents.

Safe work practices.

Legal Secretary II: (In addition to the above)

County organization, policies and procedures.

Principles of criminal prosecution and related support practices.

Legal research methods.

Ability to:

Legal Secretary I:

Learn and apply pertinent laws, rules, regulations, policies and procedures.

Learn criminal prosecution principles and related support practices.

Perform legal secretarial assignments.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Understand and execute written and oral instructions.

Communicate clearly and concisely, both orally and in writing.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Deal tactfully and effectively with the public and with others contacted in the course of work, including hostile, irate individuals.

Establish and maintain efficient record-keeping systems and files.

Maintain accurate and up-to-date records.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Take dictation or perform speed note taking with accuracy.

Perform mathematical computations with accuracy.

Legal Secretary II: (In addition to the above)

Understand, interpret and apply pertinent laws, rules and regulations, policies and procedures.

Use independent judgment and work with minimal supervision.

Perform the more complex legal secretarial support duties assigned.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights of up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Legal Secretary I:

Two years of clerical and/or secretarial experience performing work requiring the use of legal terminology and procedures.

Legal Secretary II:

Three years of increasingly responsible legal clerical / secretarial experience, or one year as a Legal Secretary I in Mariposa County.

Education: (*Both Legal Secretary I and II*)

High school diploma or GED equivalent.

Substitution:

Completion of 30 semester units of college level coursework in a related field may be substituted for one year of the required experience.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.