

DEPARTMENT: Personnel

BY: Richard J. Benson

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RECOMMENDED ACTION AND JUSTIFICATION:

Approve assigning Mariposa County's title of Legal Secretary I/II to Merit System Services (MSS) Legal Clerk I/II classification.

MSS conducted an internal classification study of their Legal Clerk and Legal Secretary classifications. MSS determined that most of the duties outlined in the Legal Clerk classification are also found in the corresponding level of the Legal Secretary classification. As a result of their findings, MSS discontinued the use of the Legal Secretary series and reclassified each of their positions to a Legal Clerk classification. This means that the MSS classification of Legal Secretary I/II in the Human Services Department was likewise reclassified to a Legal Clerk I/II (there exists one Legal Secretary I/II allocation in Human Services). MSS recommended that the County assign the County's title of Legal Secretary I/II to MSS' Legal Clerk I/II classification.

(Information - As a condition of eligibility to receive federal funds, the County is required to operate a merit personnel system. MSS, on behalf of the State Personnel Board, is charged with ensuring that counties that receive federal funds for programs within their Social Services and Child Support Services departments adhere to federal merit principles. This includes position classification.)

BACKGROUND AND HISTORY OF BOARD ACTIONS

None on this action.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? () Yes (X) No	Current FY Cost: \$ _____	Annual Recurring Cost: \$ _____
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		
Source:		Job description
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other		_____

CLERK'S USE ONLY:

Res. No.: 11-422 Ord. No. _____
 Vote - Ayes: 4 Noes: _____
 Absent: 1 Abstained: _____
 Approved _____
 () Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments: _____

The foregoing instrument is a correct copy of the original on file in this office.
 Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

CAO: RJB

LEGAL SECRETARY I/II (Mariposa County title)
LEGAL CLERK I
LEGAL CLERK II

CLASSIFICATION DEFINITION

Performs specialized and responsible office support work that requires knowledge of legal terminology and legal clerical procedures; and performs related work as required.

Legal Clerk I

Working under close supervision, Legal Clerk I is the entry/trainee level in the Legal Clerk series. Employees in this class receive in-service training and are given detailed instructions in the performance of the more routine legal clerical duties. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to this level due to the nature of the work, employees are expected to promote to Legal Clerk II after one year of satisfactory performance at the Legal Clerk I level.

Legal Clerk II

Working under general supervision, Legal Clerk II is the journey level in the Legal Clerk series. Incumbents are expected to be fully qualified and able to perform a wide range of legal office support work. They work with a higher level of independent responsibility for precision and accuracy in producing notices and documents identified with legal matters and proceedings. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Legal Clerk I, or if filled from the outside, require prior related experience.

This classification series differs from the Legal Assistant classification in that Legal Clerks perform the more routine legal clerical support duties that involve producing forms, notices, and documents. They do not serve in a paraprofessional capacity and do not conduct research or provide input on legal positions or arguments.

TYPICAL DUTIES

Duties may include, but are not limited to, the following. For Legal Clerk I, duties are performed at the trainee level:

- Processes, maintains, and prepares a variety of legal forms, records, and reports; verifies that information or data is complete, accurate, consistent, and in conformance with prescribed format, procedures, and regulations.
- Gathers and reviews confidential information from agencies and processes documents related to assignments; communicates with affected parties to gather needed information and explain procedures.
- Determines acceptability of information and proper action to be taken based on established oral or written instructions.
- Contacts various agencies and organizations regarding the status of documents such as releases of liens, case settlements, etc.
- Receives, assembles, and maintains files and other information related to court

actions; updates computer information; maintains court calendars by scheduling and reviewing court dates; files information or forwards to staff members.

- Files pleadings, orders, judgments, and a variety of other legal documents in the appropriate court.
- Identifies and corrects deletions or errors in accordance with prescribed format; follows up to secure additional information as needed.
- Produces a variety of legal documents including, but not limited to, Notices of Hearing, Subpoenas, Petitions, Dispositions, Dismissals, Monthly and Special Reviews, Warrants, and Special Orders, in addition to letters, reports, and fiscal or statistical reports.
- Types from electronic recording devices; proofs typewritten materials for grammar, punctuation, spelling, sentence structure, format, layout, and clarity of language; may verify the consistency, completeness and accuracy of references and other information.
- Receives and screens calls for attorneys; provides information based on knowledge of policies and procedures; performs follow up on caller requests as needed.
- Logs reports from law enforcement agencies; searches manual and automated systems for prior offenses and other relevant information; receives and processes discovery requests and gathers information.
- Maintains information related to assignments by entering information into a manual or computerized data system; serves as a court liaison regarding assigned work activities and related matters.
- May attend court proceedings to take notes and/or enter narratives into a database; may produce and file documents as a result of court proceedings.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.

Knowledge of:

- Modern office procedures, techniques, and equipment.
- Clerical and department work practices, procedures, specific rules, precedence, and regulations.
- Proper English grammar, vocabulary, spelling, and punctuation.
- Knowledge of legal terminology, phraseology, documents, and procedures.
- Business letter writing.
- Filing, indexing, and recording systems and procedures.

Ability to:

- Understand and carry out oral and written instructions.
- Understand and apply laws, rules, and policies applicable to legal office procedures.
- Exercise independent judgment in determining and selecting the appropriate processes, alternatives, forms, and desired actions within the bonds of

- established work practices, procedures, and commonly used regulations.
- Prepare and maintain accurate and comprehensive reports and records.
 - Communicate effectively, both orally and in writing.
 - Establish and maintain effective working relationships.
 - Maintain confidentiality.
 - Use discretion in organizing work and carrying out assignments with minimum supervision.

MINIMUM QUALIFICATIONS (Education and/or Experience)

Legal Clerk I

EITHER

One (1) year of full-time experience as an Office Assistant II;

OR

Two (2) years of full-time experience performing general clerical work.

Legal Clerk II

EITHER

One (1) year of full-time experience as a Legal Clerk I;

OR

Two (2) years of full-time experience performing clerical work in a legal office environment.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.