

FLSA Status: Exempt

LEGAL SECRETARY

DEFINITION

Provides a variety of routine, complex and confidential clerical, administrative, technical, paralegal, and paraprofessional work in support of the City Attorney's Office. This position deals with matters often of a confidential nature, including, litigation, government tort claims, workers compensation claims, personnel, labor relations and other legal matters involving the City.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other secretarial and clerical classes by its knowledge and continuous use of legal terminology, documents, procedures, forms, reference materials and dealing with the public, elected officials, courts, attorneys, and City staff. This is an advanced journey-level, highly confidential clerical position.

SUPERVISION RECEIVED

Works under the direct supervision of the City Attorney. May provide direction and guidance to assigned support staff or interns.

ESSENTIAL AND IMPORTANT DUTIES

- Provide legal support to the City Attorney, including, but not limited to, proofreading various legal documents, such as pleadings, briefs, correspondence, subpoenas, contracts, jury instructions, complaints, resolutions, and ordinances.
- Provide administrative support to the City Attorney including composing correspondence and screening mail and phone calls.
- Maintain City Attorney's appointment calendars; keeps abreast of important court dates and files legal documents with courts as mandated; assure complaints are responded to in a timely manner.
- Provide status of claims and litigation to the Risk Manager and works with the Risk Manager on claim and litigation file audits.
- Respond to public inquiries and refer public requests to appropriate City staff.
- Perform basic legal research using City Attorney Office library, Westlaw, the internet, or other research tools.
- Perform a variety of administrative and clerical duties as required for daily operations of the City Attorney's Office.
- Maintain and update the law library.
- Assist with the preparation of responses to California Public Records Act requests.
- Perform other duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Working knowledge of legal terminology, phraseology, forms, procedures, documents, court rules, legal style for California state and federal courts, general rules of citation, legal research, and law office operations and practices.
- Office administrative and secretarial practices and procedures such as business letter writing; organization and functions of city government, including roles of elected officials and appointed board and commission members.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.

- Office management techniques and budgeting principles and practices

Ability and Skill to:

- Provide varied, responsible, and confidential secretarial, administrative, paralegal, and paraprofessional support for the City Attorney.
- Interpret, apply, and explain complex policies and procedures.
- Use tact, discretion, initiative, and independent judgment within established guidelines; research, compile and summarize a variety of informational materials.
- Compose correspondence independently or from brief instructions.
- Accurately record and maintain records.
- Establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- Recommend solutions and adopt effective courses of action.
- Plan, organize, and schedule priorities in the office.
- Communicate effectively both verbally and in writing.
- Type at a net 55 wpm from printed copy.

EDUCATION AND TRAINING

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be:

Experience: A minimum of at least two (2) years of related legal clerical experience.

Training/Education: Graduation from a high school, or equivalent, supplemented by advanced legal related clerical training. A paralegal certificate from a recognized college, university, or training program may substitute for one (1) year of the required legal secretarial experience.

LICENSE

- Possession of a valid California driver's license

WORKING ENVIRONMENT

Work is performed primarily in an office setting subject to frequent interruptions and includes sitting for extended periods of time. The noise level in the work environment is usually quiet. At times, the work environment can be quite hectic and requires an ability to perform multiple tasks and maintain considerable tact when dealing with others.