



CITY OF SIMI VALLEY

Announcing an Outstanding Career Opportunity

Legal Secretary

\$4,480 - \$5,719 per month

The salary range will increase by 2% on January 9, 2017

Plus an excellent benefits package



The City of Simi Valley is an Equal Opportunity Employer

The City

The City of Simi Valley, home of the Ronald Reagan Presidential Library, was incorporated in 1969. It is a General Law City with a Council/Manager form of government. Simi Valley encompasses an area of 39 square miles and is located in the southeast portion of Ventura County. The current estimated population is 129,234, yet Simi Valley maintains a unique balance of open space and City amenities.

Outdoor recreation includes over a dozen beautiful parks, camping and picnic spots, tennis courts, four golf courses and one of the largest equestrian trail systems in the United States. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara. The City of Los Angeles is less than an hour away.

Excellent community facilities provide service to Simi Valley residents. The City has one general hospital, 47 religious institutions, one library, one Cultural Arts Center, three newspapers, one radio station, 24 financial institutions, 21 elementary schools, three middle schools, and four high schools. Four community colleges and four universities are also within commuting distance.

The Position

Ideal Candidate: The ideal candidate is a motivated, hard-working, and ethical professional with strong verbal, written, communication, and computer skills. The candidate should also be a team player who understands office dynamics, legal principles, and who looks forward to serving City staff as well as the public at large.

The Position: Under direction, performs a variety of important legal secretarial duties in a responsible manner in support of the City Attorney's Office including preparing and reviewing legal documents and drafting City ordinances and resolutions; performs the more difficult and complex clerical duties within the assigned work unit; and supervises and coordinates clerical duties of lower level legal support staff.



Minimum Qualifications

Knowledge of: Legal terminology and the forms and documents used in legal clerical work; legal procedures and practices involved in composing, processing and filing a variety of legal documents; standard legal references and their content; principles of business letter writing and basic report preparation; principles and procedures of record keeping and reporting; basic bookkeeping and clerical accounting procedures; principles of supervision, training, and performance evaluation; English usage, spelling, grammar and punctuation; and office procedures, methods, and equipment including computers and applicable software applications.





Ability to: Perform responsible legal secretarial work involving the use of independent judgment and personal initiative; oversee the work of lower level legal support staff; accurately prepare and maintain a variety of legal documents; independently prepare standard legal documents and correspondence; work independently in the absence of supervision; operate office equipment including computers and supporting software applications; type at a speed necessary for successful job performance; maintain confidentiality regarding matters of a legal nature; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

Equivalent to the completion of the twelfth grade. Specialized legal secretarial or related course work is highly desirable. Four years of increasingly responsible legal secretarial experience. A combination of legal secretarial and administrative experience may be qualifying if accompanied with related coursework or certifications.

Benefits

Retirement: Individuals who were active members of a reciprocal public retirement system within the last six months, or were previously employed with the City of Simi Valley prior to January 1, 2013, and enrolled in CalPERS, will be enrolled in the CalPERS 2% @ 55 retirement plan, 4th level Survivor Benefit, and single-highest year compensation.

Other new employees will be enrolled in the CalPERS 2% @ 62 retirement plan, 4th level Survivor Benefit, and three-year average highest final compensation.

The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages, except for Medicare hospital insurance protection.

Benefit Plans: A variety of PPO and HMO plans are available. The City contributes \$125 per month for medical, \$19.80 per month for vision, and up to \$68.94 per month for dental. The City provides up to \$1,824.00 per month in Simiflex Dollars, depending upon the medical plan selected; employees who decline medical coverage receive \$335.83 per month. Simiflex Dollars are paid as cash and can be used to offset the cost of medical, dental, and vision insurance, or other optional benefits.

Dental Plan: A PPO and HMO plan are available, and each includes orthodontia for dependent children. Employee cost for the plans ranges from \$0 to \$87.00 per month.

Vision Care: A plan is available with a cost of \$2.00 per month.

Flexible Spending Arrangement (FSA): Medical and dependent care reimbursement accounts are available

Benefits Continued

Disability Insurance: The City provides long-term and short-term disability plans for all full-time management employees at no cost to the employees.

Life Insurance: A life insurance policy of \$101,000 for employees, and \$5,000 for each dependent is provided at no cost.

Tuition Reimbursement: Employees are eligible for tuition reimbursement up to \$1,600 per fiscal year for job related or professional development courses after 120 days of employment.

Deferred Compensation Program: Employees may defer a portion of their salary into a 401(k) tax-sheltered account. The City will match an employee's contribution up to \$58 per pay period. Employees may also participate in a 457 plan.

Annual Leave: Employees accrue 208 hours per year for the first five years of employment, and 248 hours per year after five years, and 260 hours per year after ten years. Annual leave combines vacation and sick leave.

Holidays: Eleven (11) paid holidays per year, paid at eight (8) hours each. One (1) paid (8-hour) floating holiday per year (not to be carried over).

Selection Process

All applications will be reviewed. Admission to appear before an Oral Appraisal Board may be limited to those whose applications demonstrate the best combination of qualifications in relation to the requirements and duties of the position. A written or performance examination may be administered. The qualifications and requirements stated on this announcement represent only the minimum required to file an application. (Although candidates may meet the minimum qualifications listed, an interview is not guaranteed.)

Applicants seeking Veteran's Preferences must submit form DD214 along with their application.



Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

TO APPLY: A City of Simi Valley application form and supplemental questionnaire must be completed. Resumes will not be accepted in lieu of the City's employment application. This recruitment is open on a continuous basis and may close at any time. The first review of applications will occur on November 7, 2016. Additional reviews may occur until the position is filled.

Application forms may be obtained from:

City of Simi Valley, Human Resources
2929 Tapo Canyon Road
Simi Valley, CA 93063
(805) 583-6743

or visit our website at:

www.simivalley.org

**An Equal Opportunity Employer Encouraging
Workforce Diversity**

All aspects of employment and promotion shall be without regard to actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation.

The provisions of this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Legal Secretary

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. Resumes will not be accepted in lieu of this form.

Please answer the following questions. Print or type your responses and be as concise and specific as possible in your answers.

1. Please describe your legal secretarial experience. Include where (employer) and when (dates) you gained this experience.

2. If you possess coursework or certificates in addition to legal secretarial experience and administrative experience, please describe that experience/education as well. Include where (employer or school) and when (dates) you gained this experience.

3. Describe your experience preparing/reviewing legal documents and other administrative experience. Include where (employer) and when (dates) you gained this experience.

4. Describe your public contact and customer service experience, including working with a variety of in-house department staff. Include where (employer) and when (dates) you gained this experience.

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.

Name (please print)

Signature

Date