

CITY OF SIMI VALLEY

LEGAL SECRETARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs a variety of responsible legal secretarial duties 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.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Transcribe, review, revise or draft a variety of legal documents including agreements, correspondence, legal papers, notices, contracts, briefs, complaints, summonses, pleadings and resolutions according to a required legal format.
2. Create and maintain litigation and other case files; label and index pleadings and related correspondence; locate and retrieve legal authorities and cases from the law library and other case files.
3. Screen office visitors and telephone calls for the City Attorney's Office; research information; provide information within area of assignment; route calls to appropriate staff member, department or agency.
4. Receive and review incoming mail; update status on litigation matters; route mail items to attorneys for review.
5. Arrange, schedule and confirm appointments, meetings, court settings and deposition settings; notify parties involved.
6. Supervise and oversee the work of legal clerks including preparing and conducting yearly performance reviews; proofread documents, correspondence and other related items; ensure proper work methods are upheld.
7. Train assigned employees in their areas of work including secretarial and clerical methods, procedures, and techniques in a legal setting.
8. Prepare and maintain the department budget; perform a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; process settlement and claim payments; prepare staff reimbursement checks.
9. Order publications for law library; process invoices for payment.
10. Organize and maintain complex filing systems, records, and indexes.

11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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.
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.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized legal secretarial or related course work is highly desirable.

Experience:

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.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

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Physical: Sufficient physical ability to work in an office setting and operate office equipment; perform light to moderate lifting and carrying.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: September 2003
Johnson & Associates

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