

CITY OF
SIMI VALLEY

LEGAL TECHNICIAN

*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 general supervision, performs a variety of technical and clerical duties in support of the City Attorney's Office; performs data entry, document scanning and uploading, and case tracking in an electronic records retention system; conducts data queries and generates reports based on requests received from the attorneys; and, provides responsible assistance to the Legal Secretary.

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. Perform data entry, document scanning and uploading, and case tracking in an electronic records retention system; conduct database queries and generate reports based on requests received from the attorneys.
2. Assist in preparing and processing correspondence, legal papers, and documents requiring knowledge of legal format, terminology, and procedures.
3. Maintain electronic calendars and schedule meetings.
4. Index and file legal documents, correspondence, and reports; maintain legal binders and manuals; assist with records retention schedule, activities, and documentation.
5. Receive and log staff reports and agendas; copy reports and agendas and distribute to appropriate staff; file agendas.
6. Provide information and assistance to the public; screen telephone calls and requests for information; route calls to appropriate staff member, department, or agency.
7. Process settlement and claim payments and prepare purchase requisitions.
8. Receive and prepare incoming mail for Legal Secretary to review.
9. Update the law library; order materials and supplies; prepare purchase requisitions and process goods receipts for publications and office supplies.
10. Assist with the preparation of the department budget; track and maintain a financial account of legal publications.
11. Process and track criminal complaint filings; work with Police Officers and Code Enforcement Officers to process and file legal papers with the court, as directed by the assigned attorney.
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:

Functions, uses, and abilities of the applicable electronic records retention system.

Basic procedures for preparing court documents.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and procedures of filing and record keeping.

Principles and procedures of legal document e-filing with state and federal court systems.

Basic purchasing and payroll processing practices and procedures.

English usage, spelling, grammar and punctuation.

Basic legal terminology.

Ability to:

Operate an electronic record retention system, including data entry, document uploads, information queries, and generating reports.

Accurately prepare and maintain a variety of legal documents.

Operate office equipment including computers and supporting software applications.

Prepare court calendars quickly and accurately.

Track and monitor legal caseload and documents to ensure timeliness of objectives.

Type at a speed necessary for successful job performance.

Respond to requests and inquiries from the general public.

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.

Experience:

Two years of increasingly responsible general office experience, preferably in a legal setting.

Experience utilizing electronic records retention systems is desired.

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.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

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.