CLASS SPECIFICATION

LEGAL SECRETARY

DEFINITION

Under general supervision, performs legal secretarial and clerical duties within the District Attorney's Office, Public Defender's Office or the Alternate Public Defender’s Office; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of clerical experience, one of which was performing legal secretarial work; OR an equivalent combination of related education and experience.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Perform legal secretarial and clerical work; type, proofread and verify a wide variety of reports, correspondence, forms, pleadings, petitions, summonses, releases, affidavits, warrants, transcripts, briefs, motions, jury instructions, resolutions, ordinances, notices and contracts from rough draft, verbal instructions or transcribing machine recordings using various software applications; compose routine letters and reports as assigned.

Coordinate legal activities with judicial and penal systems, appropriate deputies and other interested parties.

Prepare, verify and review legal documents, forms and reports for completeness and conformance with established regulations, policies and procedures; complete a variety of forms.

Open and maintain physical and electronic case files; create, locate, copy or scan files.

Maintain accurate and detailed calendar of events, meetings, due dates and schedules as they relate to assigned areas; arrange and schedule a variety of meetings and court appearances; notify participants; confirm dates and times; reserve sites; prepare appropriate materials; attend meetings and hearings; take and prepare minutes.

Arrange travel itineraries and accommodations; verify expenses; prepare vouchers for reimbursement checks.

Receive calls and visitors; respond to general complaints and requests for information from the public; interpret basic services, policies, rules and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.

Establish and maintain a complete set of record keeping systems including logs, calendars, chronological records, forms and reports to ensure accuracy and easy retrieval of information; maintain and update confidential files.

Receive, open, review, sort, date stamp and distribute office mail; review correspondence directed to assigned staff; prepare written responses as assigned.

Write summaries and reports as assigned; perform routine research; assemble and categorize case materials for trial.

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Date Est: 06/1979
Last Rev: 01/2019
Last Title Chg: 03/2001
FLSA: Non-exempt
Probation: 12 months
Assemble packets of information and data-gathering materials for assigned area; duplicate, collate and distribute materials.

Operate office equipment including computers, printers, copiers, scanners, calculators and FAX machines.

Attend and participate in staff meetings and related activities; attend workshops, conferences and classes to increase professional knowledge.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Countywide and departmental policies and procedures.

Jurisdictional practices and format of pleadings and legal forms.

Terms and acronyms commonly used in assigned function.

Laws, rules and regulations that apply to the assigned function.

Computerized data storage systems.

**Ability to:**
Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Legal terminology and the forms and documents used in legal secretarial and clerical work.

Legal procedures and practices involved in processing and filing a variety of legal documents.

Techniques and practices of business letter writing.

Methods and techniques of record keeping.

Methods and techniques used in dealing with the public.

Modern office procedures, methods and equipment.

Word processing methods, techniques and programs.

Practices used in minute taking and preparation.

English usage, spelling, vocabulary, grammar and punctuation.
Basic mathematical principles.

Basic research techniques.

**Skill to:**
Operate modern office equipment including computer equipment and scanners.

**Ability to:**
Complete and maintain accurate records.

Write correspondence and clear, concise reports.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions.

Maintain confidentiality of sensitive information and data.

Work cooperatively with other departments, County officials and outside agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**
*Essential duties require the following physical skills and work environment:*

Typing test may be required.

Ability to work in a standard office environment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*