

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: **LEGAL SECRETARY I**
 LEGAL SECRETARY II

DEPARTMENT: **VARIOUS**

REPORTS TO: **VARIOUS**

CIVIL SERVICE: **YES**

CODE:

CODE:

FLSA STATUS: N

DATE: 2/07

BARGAINING UNIT: SEIU or CONFIDENTIAL

JOB SUMMARY:

Under direct supervision at the I (entry level) and general supervision at the II (journey level), provides specialized, confidential and diversified clerical support in a legal setting; and maintains schedules, handles office details and relieves staff (legal or otherwise) of procedural details.

DISTINGUISHING CHARACTERISTICS:

The Legal Secretary series is distinguished from other clerical classifications by its performance of duties of a legal nature such as preparing legal documents, and/or providing clerical support to staff attorneys. The Legal Secretary series is distinguished from Supervising Legal Secretary by the latter's responsibility for providing first line supervision. The Legal Secretary series is distinguished from Legal Assistant by the latter's performance of paraprofessional work functions in support of staff attorneys including: providing legal research, assisting in litigation preparation; initiating, processing and recording various complex legal reports and orders, and the requirement that Legal Assistant possess Paralegal Certification.

Legal Secretary I

Under direct supervision, Legal Secretary I is the entry level in the Legal Secretary series. Employees in this class receive training, are given detailed instructions in the performance of routine tasks and perform tasks that are more structured and repetitive than those assigned at the II level. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Most incumbents are expected to promote to the journey level within one to two years of successful performance; however, positions that are limited to duties of a more routine, repetitive nature may be permanently allocated at the I level.

Legal Secretary II

Working under general supervision, Legal Secretary II is the journey level in the Legal Secretary series. Employees at this level are expected to have related background and experience and to be qualified to perform the full scope of duties; using independent judgment in selecting and applying specific references, procedures, sequences and alternatives to different work situations. Positions in this class are flexibly staffed from the lower level or Legal Secretary I, or if filled from the outside, require prior related experience.

SUPERVISION EXERCISED

Legal Secretary I/II does not exercise supervision.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Participates in the efficient operation of the assigned area by performing a wide variety of legal secretarial and support duties in order to relieve the attorneys and staff of a variety of procedural details.
- Initiates, updates and maintains case files by creating physical and computerized files on new cases and receiving, assembling, sorting categorizing and storing subsequent, case-related materials either physically in a file or on computer database to ensure that information is current and accessible.
- Prepares legal documents, including subpoenas, warrants, petitions, briefs, motions, citations, pleadings and others by typing from transcription, audio tapes, rough draft, oral instruction, dictation or clear copy; reviews drafts for punctuation, spelling and grammar and makes corrections to drafts in order to produce final copies of professional work product.
- Coordinates activities in the area of assignment by maintaining calendars, scheduling attorney/client meetings or meetings between staff and other groups or organizations, arranging for necessary materials to be available at meetings and arranging business travel for management and professional staff to ensure smooth, efficient operations.
- Receives and/or requests discovery and processes information by copying reports, police tapes, photos, etc., requesting further needed information and documenting all actions in order to assist attorneys in case preparation.
- Logs reports from various agencies by entering information into the computer; searches for prior offenses; organizes

information; forwards information to appropriate parties and follows up, as needed.

- Composes and types letters, memoranda and basic reports, utilizing word processing software; reviews drafts for punctuation, spelling and grammar and suggests/makes corrections to drafts; arranges for, or copies, distributes and files same to ensure smooth, efficient operations.
- Organizes and carries out secretarial/support assignments; researches, compiles and organizes information and data from various sources on a variety of specialized topics related to assigned area; assists in a variety of division operations; performs special projects and assignments as requested.
- Serves as initial contact/resource person for the area of assignment by screening calls, visitors and mail; responds to complaints and requests for information and assistance from the public, County staff and others by interpreting/explaining regulations, procedures, policies, systems, rules; researches and gathers information to provide accurate answers and information; refers more technical questions or issues to appropriate legal staff; ensures follow up to unanswered inquiries.
- Operates a variety of modern office equipment including copiers, computers and related software, word processors, tape recorders, duplicators and printers.
- At the journey level, may train other staff.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Paging System
Microfiche Machine

Typewriter
Cassette Duplicator
Scanner

General Office Equipment
Transcription Equipment
CLETS System

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Legal Secretary I

Graduation from high school or G.E.D. equivalent; AND, two years of full-time experience providing clerical and secretarial support involving typing, filing, calendar coordination, public contact, and project coordination tasks. Legal experience is desired.

Legal Secretary II

Graduation from high school or G.E.D. equivalent; AND, two years of full-time experience providing legal secretarial support involving typing and preparation of legal documents, processing and filing legal documents, calendar coordination and project coordination tasks; OR one year full-time experience comparable to a Legal Secretary I with Mendocino County; or an equivalent combination of training and education.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Legal Secretary I

Knowledge of:

- Modern office procedures, methods and equipment including computer equipment, word processing methods, techniques and programs.
- Principles of business letter writing, including English usage, spelling, vocabulary, grammar and punctuation.
- Record keeping, filing methods and records management techniques.
- General office procedures, policies and practices, as well as knowledge of computer application, hardware, and other general office equipment related to the performance of the essential functions of the job.
- Computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Typing and entering data from rough draft or printed text using a word processor or typewriter at a speed necessary for successful job performance.
- Composing clear and concise correspondence, reports and other written materials.
- Scheduling and coordinating projects; setting priorities; adapting to changing priorities.
- Exercising good judgment, applying logical thinking and making sound decisions to accomplish tasks or solve

problems.

- Operating modern office equipment including computer equipment and software programs.
- Interpreting and applying policies, procedures, statutes and local rules, codes and regulations pertaining to assigned programs and functions.
- Collecting, compiling and filing information and data.
- Operating and performing routine maintenance of general office machines.

Mental and Physical Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Respond to questions from the public and County personnel regarding policies and procedures for the assigned area.
- Establish and maintain effective working relationships with those contacted in the course of work.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.
- Lift and carry, push and/or pull, or move items weighing up to 20 pounds.

Legal Secretary II—(in addition to the qualifications for Legal Secretary I)

Knowledge of:

- Legal terminology and legal documents commonly used in the area of assignment.
- Applicable state, federal and local statutes, laws, rules and regulations that apply to the area of assignment.

Skill in:

- Drafting legal documents from tapes and handwritten information and type correspondence.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Communicating to others the policies, procedures, statutes, local rules, codes and regulations pertaining to assigned programs and functions.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.