

LEGAL CLERK III

CLASSIFICATION DEFINITION

Under limited supervision, the Legal Clerk III performs highly responsible, specialized, and technical office support work involving knowledge of legal terminology and procedures; explains rules, policies, and operations related to department records, programs and services; may serve as a lead worker and provide training and work assignments to a group of office support staff; and performs related work as required.

The Legal Clerk III classification is the advanced journey level in the Legal Clerk series. Incumbents either act as lead worker to a group of legal office support staff, or perform highly specialized and responsible office support work involving detailed subject matter knowledge of legal terminology and procedures.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- As leadworker, instructs employees in the policies and procedures for completing and maintaining various legal documents, and in the interpretation and application of laws, regulations, policies, and procedures related to programs of the assigned department.
- Prioritizes and manages workload distribution.
- Acts as a technical resource on more difficult problems or specialized issues.
- Monitors quality and timeliness of unit work.
- Identifies and provides individual instruction to co-workers for work deficiencies; provides feedback to supervisor as requested.
- Processes, maintains, and prepares a variety of legal forms, records, and reports; verifies that information or data is complete, accurate, consistent, and in conformance with prescribed format, procedures, and regulations.
- Reviews and investigates confidential information from agencies; processes documents related to assignments; interviews affected parties and explains procedures.
- Determines acceptability of information and proper action to be taken based on established oral or written instructions.
- Contacts various agencies and organizations regarding releases of liens, case settlements, etc.
- Receives, assembles, and maintains files and other information related to court actions; updates computer information; maintains court calendars by scheduling and reviewing court dates; and files information or forwards to staff members.
- Identifies and corrects deletions or errors in accordance with prescribed format, and follows up to secure additional information as needed.

- Produces a variety of legal documents including, but not limited to, Notice of Hearing, Subpoenas, Petitions, Jurisdictional, Dispositional, Dismissals, Monthly and Special Reviews, and Special Orders in addition to letters, reports, and fiscal or statistical reports.
- Types from electronic recording devices; proofs typewritten materials for grammar, punctuation, spelling, sentence structure, format, layout, and clarity of language; may verify the completeness and accuracy of references.
- Receives calls for attorneys, provides information based on interpretation of policies and procedures and follows up, as needed.
- Logs reports from law enforcement agencies; searches for prior offenses. Receives discovery requests and processes information; prepares various legal documents, including subpoenas, warrants, and petitions; files with court and/or distributes to parties.
- Maintains information related to assignments, including entering information into the computer system; calendars court dates; and serves as court liaison regarding related matters.
- May attend court proceedings and take notes or enter narrative into database; may produce and file documents at the conclusion of court proceedings.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern office procedures, techniques, and equipment.
- Clerical and department work procedures, practices, specific rules, precedence, and regulations.
- Proper English grammar, vocabulary, spelling, and punctuation.
- Knowledge of legal terminology, phraseology, documents, and procedures.
- Business letter writing, filing, indexing, and recording systems and procedures.
- Leadership and staff development techniques and practices.

Ability to:

- Understand and carry out oral and written instructions.
- Interpret and apply laws, rules, and policies.
- Interpret and explain procedures to others.
- Lead and train subordinate employees effectively.
- Communicate effectively, both verbally and in writing.
- Exercise sound judgment when prioritizing, organizing, assigning, and monitoring workload.
- Exercise independent judgment in determining and selecting the appropriate processes, alternatives, forms, and desired actions within the bonds of established work practices, procedures, and commonly used regulations.
- Prepare and maintain accurate and comprehensive reports and records.
- Establish and maintain effective working relationships.
- Maintain confidentiality.

MINIMUM QUALIFICATIONS (Education and/or Experience)

EITHER

One (1) year of full-time experience as a Legal Clerk II;

OR

Three (3) years of full-time clerical experience in a legal environment.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.