



APRIL 2018
FLSA: NON EXEMPT
Bargaining Unit: GE/CO
JCN: 2403

County of El Dorado
June 1990

PA # 6/SLS.1-2

January 2013

SENIOR SR. LEGAL SECRETARY

DEFINITION

Under ~~general supervision, assigns, directs, reviews and evaluates~~ direction, performs the ~~work of more complex and difficult specialized and confidential~~ legal secretarial and ~~general office~~ administrative support ~~duties of considerable complexity requiring thorough knowledge of a legal department, its procedures, and operational details; provides lead direction and training to assigned staff; provides~~ ~~difficult or specialized legal secretarial~~ administrative support to ~~one or more~~ management, attorneys, court officers, or other sworn department staff; ~~composes and prepares correspondence using considerable judgment in various County offices.~~ content and style; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level legal administrative support staff.

CLASS CHARACTERISTICS

This is the ~~working advanced/lead-level classification in this legal secretarial support~~ the Legal Secretary series with responsibility for providing. Incumbents work under ~~direction to a small group of legal secretarial, and/or general office support staff. This is not considered a supervisory class in that the selection and discipline of employees is not assigned to this exercise a high level of discretion, initiative, and independent judgment in performing the full range of routine to complex legal secretary and the number of employees for which~~ administrative support duties. Incumbents also provide lead direction is provided is limited and supervision to support staff.

This class is distinguished from the Legal Secretary Supervisor in that the latter is the full supervisory-level in this series.

EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides lead direction, training, work review, and evaluation to ~~office support~~ administrative support staff; organizes and assigns work; sets priorities and follows up to ensure coordination and completion of assigned work.; reviews quality of work; trains employees in work methods and processes.
- Provides input into selection decisions, disciplinary matters, and other ~~personnel~~ personnel decisions.

- Drafts pleadings, subpoenas, contracts, ordinances ~~and~~, other legal documents and correspondence, memoranda, and reports from stenographic notes, brief instructions, or prior materials.
- Initiates specified correspondence such as transmittal letters for signature by appropriate staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Calendars and schedules court dates, meetings, and appointments for ~~attorneys~~attorneys, court officers, or law enforcement personnel; files or arranges for the filing of legal briefs and other necessary paperwork with the court.
- Provides administrative support to a legal department by assisting with duties of a complex and confidential nature related to County legal activities; acts as a liaison between the department and other staff or the public; coordinates resolutions when appropriate.
- Receives and screens visitors and telephone calls, providing information regarding the particular area of assignment, which may require the use of judgment and interpretation of policies and procedures ~~of~~, taking messages, or referring the caller to the proper attorney or staff member.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Researches case materials, laws/codes/statutes, legal opinions, prior judgments, and other resources to obtain information to support assigned legal cases.
- Processes a variety of legal agreements, contracts, etc., following ~~attorney's~~ instructions of attorneys, court officers, or law enforcement personnel.
- Types drafts and a wide variety of finished documents, including both general and legal-related correspondence and documents; may use word ~~processing~~processing equipment ~~and~~to input or retrieve data, and ~~prepare~~prepares reports using an on-line computer system.
- ~~Independently initiates specified correspondence such as transmittal letters for signature by appropriate staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.~~
- Relieves attorneys of certain administrative matters by following up on ~~projects~~projects, transmitting information, keeping informed of pertinent activities, and scheduling and arranging for meetings.—
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs ~~other~~related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ~~Basic supervisory principles and practices.~~
- Office administrativePrinciples of providing functional direction and training.
- Complex legal office terminology, processes, procedures, and the format for legal documents.
- Court procedures and requirements.
- Administrative and secretarial practices and procedures, including filing and business letter writing.
- Legal office terminology, processes,Operating procedures, and the format for of a legal documents. office.
- ~~The operation of common office equipment, including a word processor and personal or on-~~

~~line computer.~~

- ~~Record keeping~~Recordkeeping, report preparation, and filing methods.
- ~~Correct English usage, including spelling, grammar, punctuation and vocabulary.~~
- ~~Business arithmetic, including percentages and decimals.~~

Skill in:

- ~~Planning, assigning, directing reviewing and evaluating the work of staff.~~
- ~~Training~~Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- ~~Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.~~
- ~~The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.~~
- ~~Modern equipment and communication tools used for business functions and program, project, and task coordination.~~
- ~~Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.~~

Ability to:

- ~~Plan, organize, and coordinate the work of administrative support staff.~~
- ~~Provide staff leadership and work direction.~~
- ~~Train~~ staff in work procedures.
- ~~Drafting~~Draft complex pleadings and other legal documents from stenographic notes, brief instructions, dictated tapes, or printed information.
- ~~Providing~~Provide varied and responsible secretarial and office administrative assistance to one or more attorneys and/or associated staff.
- ~~Researching and compiling a variety of informational materials.~~
- ~~Organizing and maintaining~~Research and analyze situations carefully and adopt effective courses of action.
- ~~Organize and maintain~~ accurate records and files.
- ~~Organizing~~Independently organize work, ~~setting~~set priorities, ~~meeting~~meet critical deadlines, and ~~following~~follow-up on assignments. ~~Typing~~
- ~~Type~~ accurately at a rate of 50 net words per minute from printed copy.
- ~~Exercising~~Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- ~~Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.~~
- ~~Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.~~
- ~~Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.~~
- ~~Use tact, initiative, prudence, and independent judgment within established general policy, procedural, and legal guidelines.~~
- ~~Establishing and maintaining~~Establish, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~work.

NOTE: ~~Specific positions may require skill in taking dictation at a rate of 80 words per minute by~~

~~hand or stenographic machine and transcribing it accurately.~~

Other Requirements

~~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:** Work is primarily performed indoors in a standard office setting.~~

~~**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting and bending; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing, walking and reaching; lifting, carrying or pushing objects that weigh 16 – 40 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs.~~

~~Specified positions may require possession of a valid driver's license.~~

Education and Experience:

~~One yearAny combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.~~

~~Equivalent to graduation from high school, and three (3) years of legal secretarial and office administrative office experience to one or more attorneys and related support staff or two (2) years of experience at a level equivalent to the County's class of Legal Secretary II.~~

~~**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~**Licenses and Certifications:**

- ~~➤ Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.~~

PHYSICAL DEMANDS

~~Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds. Reasonable accommodations will be made for individuals on a~~

case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

If assigned to a Law and Justice Department, incumbents must pass a thorough background investigation.