



SR. LEGAL SECRETARY

DEFINITION

Under direction, performs the more complex and difficult specialized and confidential legal secretarial and 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 administrative support to management, attorneys, court officers, or other sworn department staff; composes and prepares correspondence using considerable judgment in content and style; and performs related duties as assigned.

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 advanced/lead-level classification in the Legal Secretary series. Incumbents work under direction, and exercise a high level of discretion, initiative, and independent judgment in performing the full range of routine to complex legal secretary and administrative support duties. Incumbents also provide lead direction 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 TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides lead direction, training, work review, and evaluation to 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 decisions.
- Drafts pleadings, subpoenas, contracts, ordinances, 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, 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, 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 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 equipment to input or retrieve data, and prepares reports using an on-line computer system.
- Relieves attorneys of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities, and scheduling and arranging for meetings.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles 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.
- Operating procedures of a legal office.
- Recordkeeping, report preparation, and filing methods.
- Business arithmetic, including percentages and decimals.
- 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.
- Draft complex pleadings and other legal documents from stenographic notes, brief instructions, dictated tapes, or printed information.
- Provide varied and responsible secretarial and office administrative assistance to one or more attorneys and/or associated staff.
- Research and analyze situations carefully and adopt effective courses of action.
- Organize and maintain accurate records and files.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Type accurately at a rate of 50 net words per minute from printed copy.
- 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 general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any 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 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.

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.