



CLASSIFICATION NO. 015
Established: 2/98
FLSA: Non-Exempt
EEO: 6

LEGAL SECRETARY, SENIOR

CLASS CHARACTERISTICS

Under general supervision, to perform a variety of difficult legal secretarial work, office functions, and lead the work of a small section to process cases, legal documents and forms and other matters involving litigation or potential legal action; to explain department policies, procedures and functions to clients and the public; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Legal Secretary, Senior is an advanced journey level classification responsible for performing legal office support work and lead the work of a small section for the District Attorney, Juvenile Court or County Counsel office.

The Legal Secretary, Senior differs from the Office Specialist series which provides broad general office support functions. The Legal Secretary, Senior is distinguished from the Legal Secretary which has no lead work responsibilities and from the Legal Office Supervisor which oversees a legal support staff and coordinates office operations.

It also differs from the Paralegal series which performs legal case development activities including legal research and analysis, investigation and summarization of facts, and independently drafts complex legal documents for attorneys.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Initiates necessary paperwork to open new files/cases and conducts the necessary office support activities required to enforce legal proceedings and orders; prepares a variety of complex legal documents; interviews complainants to obtain information.
2. Composes correspondence for signature; monitors cases and other legal files to compare and verify the accuracy of information and the inclusion of proper documents for disposition purposes; types correspondence, statements, proposed legislation, contracts and interviews for attorneys, investigators, and law clerks from dictation or general instruction.
3. Plans, assigns and schedules the work of assigned personnel; organizes and prioritizes work flow; provides orientation and training in office systems, procedures and policies; provides backup support to secretarial staff; resolves difficult problems and promotes effective work flow; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

4. Schedules appointments, hearings, and court appearances; notifies appropriate parties and the courts; retrieves information from computer system and performs records checks.
5. Explains various legal and general office procedures to complainants, the public and staff from other agencies; provides information regarding the status of particular cases or matters involving potential legal action.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Basic court processes and procedures; legal terminology; Business English and composition, spelling, punctuation and grammar; arithmetic; clerical and record keeping procedures; general legal office practices; general care and operation of office equipment, and their functions and capabilities; principles and techniques of office management; principles and techniques of lead work, supervision and instruction; participative management theories.

Skill to: Independently, accurately, and effectively perform assigned tasks and duties following generally established procedures and department policies; establish and maintain effective working relationships with the public, staff, clients and personnel of other businesses in a courteous, professional manner; comprehend and apply oral and written instructions, principles, policies and procedures in a legal office setting; operate office equipment; accurately type, transcribe, and proofread information regarding litigations or other legal proceedings; instruct and train assigned personnel; communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s)

must also possess and maintain an acceptable driving record throughout the course of employment.