

LEGAL SECRETARY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a full range of varied complex, sensitive, highly responsible, and confidential legal, secretarial, and administrative support functions of a general or specialized nature in support of the City Attorney's Office; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail; and serves as a liaison with other City staff, outside agencies, and the general public

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of complex and responsible legal secretarial and administrative duties in support of staff in the City Attorney's Office; relieve supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
2. Screen calls, visitors, and mail; respond to requests for information and assistance; research information; respond to and resolve complaints within established parameters; direct callers to appropriate City departments or staff; sort and distribute mail.
3. Type, word process, and proofread correspondence, memoranda, and a wide variety of legal documents such as contracts, stipulations, discovery, briefs, judgments, depositions, agreements, opinions, affidavits, motions, appeals, declarations, subpoenas, and other legal materials; transcribe, type, and prepare documents from rough draft, verbal instruction, or transcribing machine; choose proper format and appropriate details using word processing equipment.
4. Prepare pleadings and legal documents for filing with Courts; interpret local rules; file Pitchess and gun forfeiture motions; calendar court hearings and response times; communicate with Court regarding case information, court procedures, and Judge's orders.
5. Maintain attorneys' calendars and schedules as assigned; schedule appointments and appearances; calendar depositions, meetings, hearings, training sessions, due dates, and tasks.
6. Coordinate with the City Clerk's Office in preparing resolutions and ordinances for City Council agenda package including compiling, proofreading, and editing resolutions, ordinances, staff reports, and exhibits; conduct follow-up to finalize action from meetings.
7. Process claims against the City; request reports from City departments; coordinate with Municipal Pooling Authority (MPA) in gathering additional information needed; monitor claims for City Council action; process claims for payment as assigned.

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8. Request insurance certificates for City projects; assist with the preparation of the City's insurance renewal forms.
9. Assist the City Attorney in responding to public records requests in a timely manner; organize documents for review by the public.
10. Coordinate with title companies and the County Recorder's Office to process City-acquired property; notarize agreements for transaction; coordinate tax matters with the County Assessor and Tax Collector to ensure City-owned property is not taxed.
11. Perform a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; verify, balance, and adjust accounting records; process all invoices for City Attorney's Office and monitor the budget.
12. Organize and maintain complex filing systems, records and indexes; coordinate storage of documents to be retained with City Clerk's Office.
13. Notarize City documents; monitor changes in the law for California notaries.
14. Maintain law library and update law books.
15. Operate a variety of office equipment including but not limited to a computer, typewriter, copier, facsimile machine, and adding machine.
16. Utilize various computer applications and software packages; develop, enter data, maintain, and generate reports from a database or network system; design, maintain, and utilize data to develop reports using spreadsheet software; create, format, and revise documents using word processing software.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Legal office methods, procedures, terminology, and documents.
- Court rules and procedures.
- Standard legal references and their contents.
- Government liability claim requirements and procedures.
- Statutory deadlines for responding to and/or filing pleading documents.
- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and databases.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- Records management principles and procedures including record keeping and filing principles and practices.
- Basic bookkeeping and clerical accounting principles.

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- English usage, spelling, grammar, and punctuation.
- Methods and techniques of proper phone etiquette.
- Customer service and public relations methods and techniques.

Ability to:

- Perform a full range of varied complex, sensitive, highly responsible, and confidential legal secretarial and office administrative support functions of a general or specialized nature in support of the City Attorney's Office involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data at a speed necessary for successful job performance.
- Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
- Participate in researching, compiling, analyzing, and interpreting data.
- Compose correspondence and prepare standard legal documents from brief instructions.
- Prepare clear, accurate, and concise records and reports.
- Organize, research, and maintain legal and office files and calendars.
- Perform mathematical calculations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training as a legal secretary.

Experience:

Three years of increasingly responsible secretarial and clerical experience in a law office.

License or Certificate:

Possession of, or ability to obtain a California commission as a Notary Public within six months of date of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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 performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

September 1989

Revised: November 2006; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.