

CITY OF SALINAS

LEGAL SECRETARY

BARGAINING UNIT/CLASS CODE:
CONF. MISC. / E01

DEFINITION

To perform a variety of complex and responsible legal clerical, secretarial and administrative duties in the City Attorney's Office.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney. May receive indirect supervision from management staff. May exercise indirect supervision over subordinate clerical positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Take and transcribe a variety of correspondence and legal documents, including pleadings, resolutions, ordinances, legal opinions, contracts, briefs, leases and agreements. Prepare and process correspondence and legal papers and documents requiring knowledge of legal format, terminology and procedures. Set-up and maintain files on cases. Maintain appointments and court calendar. Index and file legal documents; maintain law library. Answer and screen telephone calls and requests for information, routing to proper attorney, department or agency, and answering if possible. Make reservations and travel arrangements for attorneys. Compile and organize City Council Agenda materials for City Attorney's use in preparing documents for City Council meetings. Prepare department payroll and maintain personnel records. Issue requisitions to purchase supplies and law books. Open and distribute mail. Supervise and train subordinate clerical staff as assigned. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Legal terminology and the forms and documents used in legal clerical work. Legal procedures and practices involved in composing, processing, and filing a variety of legal documents used in civil and criminal litigation, workers compensation matters and small claims court.. Standard legal references and their contents. Modern office practices, procedures and equipment. Business letter writing. English usage, spelling, grammar and punctuation. Principles of supervision and training.

**CITY OF SALINAS
LEGAL SECRETARY (continued)**

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Communicate clearly and concisely, orally and in writing. Work cooperatively with other departments and outside agencies. Prepare routine legal documents without the assistance of or advice of an attorney. Read, interpret and apply laws, rules and directions. Promote and maintain safety in the work place. Supervise and train subordinates.

Skills to:

Type at a speed of 50 words per minute.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the twelfth grade and four years of increasingly responsible experience in secretarial and office support work including a minimum of two years of legal experience **OR** sixty (60) college units in a related field and two (2) years of secretarial and office support experience including a minimum of one year of legal experience. Litigation experience is preferred.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

**ORIG: 2-84, REV: 1-03, REV: 12-03 REV: 06/06
REV: 12/11**