

CITY OF SALINAS

LEGAL SECRETARY

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

DEFINITION

Legal Secretary performs a variety of confidential, complex and responsible 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 other attorneys in the Office.

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

Perform a wide variety of responsible and confidential secretarial duties for the City Attorney and staff. Type a variety of materials, including general correspondence and memoranda. Prepare and process correspondence and legal documents (e.g., pleadings and legal memoranda) requiring knowledge of legal format, terminology and procedures. Set-up and maintain files on cases. Maintain appointments and calendar. Index and file legal documents; maintain law library. Act as a receptionist to answer and screen telephone calls and requests for information in a courteous and professional manner, routing calls and requests to the attorneys, other departments, and answering questions, if possible. Make reservations and travel arrangements for attorneys. Prepare, process, and maintain all department payroll and personnel records, including leave requests and other payroll-related forms. Prepare and process personnel actions and hiring requisitions. Issue requisitions to purchase supplies and law books. Open and distribute mail. Perform general and confidential support services for the office including making appointments, arranging meetings, typing and filing, maintaining related documents. Perform other 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 proof-reading and reviewing, processing, and filing a variety of legal documents used in civil and criminal litigation, administrative matters and small claims court. Standard legal references and their contents.

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Modern office practices, procedures and equipment. Business letter writing. English usage, spelling, grammar and punctuation. Filing and record keeping systems. Computer software programs such as Microsoft Office, Outlook, Excel, and Legal Solutions.

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 attorneys, staff, and other departments and outside agencies. Prepare routine legal documents without the assistance of or advice of an attorney with attention to detail. Read, interpret and apply rules and directions. Promote and maintain safety in the work place. Bilingual in English and Spanish is preferred, but not required. Work effectively and efficiently under deadlines; handle a variety of tasks simultaneously.

Skills to:

Type at a speed of 40 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 satisfactory completion of the twelfth grade or the equivalent plus four years of increasingly responsible experience in secretarial and office support work, including public contact and preferably including a minimum of two years of legal secretary experience or technical activities related to law office assignments or sixty (60) college units in a related field.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

**ORIG: 2-84, REV: 1-03, REV: 12-03 REV: 06/06
REV: 12/11 REV: 12/14
REV: 3/15**