City of Merced

Bargaining Unit:	**MC**
FLSA:	**Covered**
Position Number:	**5400**

LEGAL SECRETARY

DEFINITION

Under direction, the Legal Secretary is to perform a full range of confidential legal secretarial duties and office administrative duties requiring independent judgment and discretion. The range of legal secretarial duties involves performing work in multiple unrelated areas of law for the City Attorney and other legal staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Legal Secretary class is distinguished from the general Secretary class by the need for specialized training and experience required to perform legal secretarial work. The Legal Secretary class is required to perform specialized legal secretarial duties requiring knowledge of the legal system, including legal terminology, phraseology, documents, and forms. The Paralegal class is further distinguished by additional training and certification required, thus permitting the incumbent to do legal research, prepare standard legal documents, and provide greater technical legal assistance to attorneys and the public.

REPORTS TO

City Attorney and Chief Deputy City Attorney.

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides some direction and work coordination for a Secretary and other office support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs a variety of advanced legal secretarial support for the City Attorney and legal staff; prepares a variety of legal documents, including initial drafts of resolutions, ordinances, legal opinions, contracts, pleadings, briefs, leases, agreements, and administrative reports in response to Legal Services Requests submitted by City Departments; answers inquiries to the City Attorney's Office concerning routine legal questions and status of pending actions; organizes and maintains office filing system; provides workers' compensation support, including file maintenance, quarterly status reports for litigated workers' compensation cases, communicating with outside counsel, law firms, and the Courts; provides civil litigation support, including file maintenance, back-up support to Paralegal, filing documents with the Court; maintains criminal prosecution database, case dispositions, and calendars; prepares criminal complaints for filing with the Court, prepares notices and/or subpoenas; maintains assignment-tracking program and data base; manages the City Council agenda, compiles and organizes agenda materials and information for City Attorney's use in preparation for the City Council agenda staff meetings; provides secretarial support to the City Attorney and other professional staff; maintains appointment calendars, schedules meetings and prepares travel

arrangements; orders office materials and supplies; opens and routes mail; copies, files, scans, and FAX's confidential documents; processes payroll, accounts payable, and reimbursement requests for submission to the City Finance Department; provides administrative support to the City Attorney's Office, recommends improvements in work flow, procedures, and forms; acts as a receptionist providing information and assistance to the public, greeting visitors, screening telephone calls, and requests for information and routing to appropriate staff member, department, or agency; maintains the law library and updates loose-leaf binders, manuals, and resource materials; and performs special projects and assignments as requested.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, multi-line telephones, transcribers, calculators, copiers, scanners, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Legal terminology, forms, and documents used in legal support work.
- Basic structure of the civil and criminal court system.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Basic municipal legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Correct English usage, spelling, grammar, and punctuation with emphasis on composition of both general business and legal correspondence.
- Modern legal office management methods, practices, and procedures.
- Development and maintenance of filing and information retrieval systems.

Ability to:

- Perform specialized legal support and secretarial work involving the use of independent judgment and initiative.
- Maintain confidential information in accordance with legal standards and/or City regulations.
- Set priorities in a legal environment that is dependent on strict timelines.
- Prepare legal documents, correspondence, and memoranda, both independently and as directed, for review by attorney staff.
- Work the advanced formatting features, such as, footnote citations, redline versions, and track changes.

- Understand the organization and operation of the City and of outside agencies.
- Multi-task and handle complex and/or multi-faceted projects.
- Maintain accurate records and prepare reports.
- Communicate effectively, both orally and in writing.
- Read and comprehend a variety of legal documents, files, and records.
- Read and comprehend applicable Federal, State, and local laws, statutes, and codes.
- Type and/or use a computer keyboard at a speed necessary for successful job performance.
- Establish and maintain cooperative working relationships with co-workers, other agency personnel, and the public.

Training and Experience:

- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

  - Completion of high school and the training/experience necessary to acquire certification as a legal secretary or an equivalent combination of training and experience.

Special Requirements:

- Possession of a legal secretary certificate at the time of appointment is highly desirable.
- Possession of a current, valid California Driver's License issued by the Department of Motor Vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED Nelli Reynolds
Chairperson, Personnel Board

DATE: 10-8-12