

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.*

DEFINITION

Under general supervision, to provide a full range of responsible legal secretarial and clerical support to staff in the City Attorney's Office including litigation and municipal government law attorneys; and to perform other related duties as required

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs a full range of legal secretarial duties for one or more litigation and municipal government attorneys; composes legal documents by extracting data from support documents; determines correct forms and formats and selects standards segments for inclusion based on the specific nature of documents; prepares and processes a wide variety of legal documents; compares legal references with reference books and government codes to ensure accuracy; participates in maintaining law library; prepares files for permanent storage ensuring accuracy and completeness of documents ready for permanent storage; compiles supporting information and substantiates documents as directed; sets up and maintains complex litigation files; maintains detailed, multiple, interrelated calendars; maintains control files to monitor progress of ongoing matters; composes and processes routine correspondence and transmittal letters independently or as directed; screens incoming correspondence, office visitors and telephone calls for the City Attorney's Office; answers inquiries concerning progress of legal actions; makes appointments and arranges conferences, meetings and travel arrangements; prepares expense reports for staff; prepares requisitions and requests for payment for litigation expenses; files documents at court according to Rules of Court; contacts and communicates with Court personnel; contacts and communicates with witnesses; maintains communication with opposing legal counsel and their support staff regarding scheduling of depositions, attorney consultations and exchange of information; inventories and orders department supplies; provides secretarial support for municipal government matters not related to civil litigation or criminal prosecution including elections, contract management, planning issues, City services, or other matters regarding operations of the City; maintains and tracks contract, resolution, and ordinance documents for all City departments; operates computer equipment and programs to enter, modify, and verify data including to produce and track legal documents; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Legal terminology and writing.

- Court structures.
- Legal reference materials and tools.
- Correct English usage, grammar, spelling, vocabulary and punctuation.
- Modern office methods and practices including filing systems, business correspondence, record keeping techniques, receptionist techniques, and report writing.
- Use and capabilities of modern office machines and equipment including automated equipment, computers, and related applications software;
- Pertinent Federal, State and local laws, codes and regulations including Appellate Rules of Court.

Ability to:

- Learn, interpret and apply City policies, laws, and rules including those regarding the activities of the City of Oceanside.
- Learn the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Perform responsible legal secretarial work involving the use of independent judgment and personal initiative.
- Independently compose correspondence and initiate documents for attorney review and completion/approval.
- Compile and maintain a variety of complex records and extensive records.
- Meet the public in situations requiring tact, diplomacy, and poise.
- Make arithmetic computation quickly and accurately.
- Type and take dictation at a speed necessary for successful job performance.
- Operate and use modern office equipment including a computers, automated equipment and standard applications software.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Two years of increasingly responsible legal secretarial experience.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized legal secretarial training.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.