REVISED: January 2006 JOB CODE: 1725US

UNIT: SUPERVISORY/ADMIN

CLASS SPECIFICATION

SECRETARY TO THE CITY ATTORNEY

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

DEFINITION

Under direction, to provide highly responsible and complex legal secretarial and clerical support to the City Attorney; to perform a variety of administrative duties in support of the department; to supervise assigned secretarial and clerical staff; 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.

Serves as Office Manager for the City Attorney's Office; makes appointments and arranges conferences, meetings and travel arrangements; screens incoming correspondence, office visitors and telephone calls for the City Attorney's Office: determines priority of matters for the City Attorney; participates in the preparation and monitoring of the department budget; maintains department supplies and equipment; prepares invoices, bills, receipts, and authorizations to pay; maintains and balances petty cash; maintains a variety of files and records including information pertinent to payroll, attendance and cost records; handles confidential information including personnel and controversial matters; represents the City Attorney's Office on Departmental Committees; maintains contact with other City agencies concerning department matters; assists other departments in interpreting and applying administrative and City policies, laws, and rules; participates in a variety of special projects as assigned; gathers data for general information purposes or individual requests for special reports and projects; prepares reports and assembles data for presentations; supervises the work of assigned secretarial and clerical staff; trains, assigns and evaluates the work of subordinate secretarial and clerical staff; acts in a liaison capacity between department head and personnel under his/her supervision; performs a full range of legal secretarial duties including preparing litigation pleadings and assisting with City Attorney litigation management; 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; maintains law library including to order and update books; ensures 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; answers inquiries concerning progress of legal actions; 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; 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; 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.
- Functions and basic clerical operations of an administrative office.
- 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;
- Principles of supervision and training.
- Pertinent Federal, State and local laws, codes and regulations including Appellate Rules of Court.

Ability to:

- Learn, interpret and apply administrative and City policies, laws, and rules including those regarding the activities of the City of Oceanside.
- Perform responsible and difficult legal secretarial and administrative work involving the use of independent judgment and personal initiative.
- Plan, organize, coordinate and supervise the work of others.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Take responsibility and use good judgment in recognizing scope of authority and in reflecting program goals and intent of superior.
- Independently compose correspondence and initiate documents for attorney review and completion/approval.
- Conduct projects with minimal instruction.
- Compile and maintain a variety of complex records and extensive records.
- Prepare clear and concise administrative and financial reports.
- Meet the public in situations requiring tact, diplomacy, and poise.
- Make arithmetic computation guickly 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 Qualifications

Experience: Four years of increasingly responsible legal secretarial experience including one year of office management, supervisory or lead responsibility.

<u>Training</u>: 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.