

LEGAL SECRETARY / SUPERVISOR

DEFINITION

Perform complex legal secretarial and clerical duties in support of an attorney with program management responsibilities, which involve active and extensive public interests and contact with other public agencies; and to perform related work as required.

~~Under general direction, to perform responsible legal secretarial, clerical, and routine administrative duties in support of an attorney with program management responsibilities, which involve active and extensive public interests and contact with other public agencies; and to perform related work as required.~~

DISTINGUISHING CHARACTERISTICS

This is the supervisory-level class within the Legal Secretary series. This classification is distinguished from the Legal Secretary I/II by the level of responsibility assumed, complexity of duties assigned, and independence of action required. The class of Legal Secretary is distinguished from the Administrative Secretary class series in that while the general nature of secretarial support activities are similar, an incumbent in this class works in a legal setting and is required to be fully proficient in all aspects of the mission of the office to which assigned.—Legal Secretary—/—Supervisor has substantial supervisory responsibilities for multiple staff in addition to the usual duties.

EXAMPLES OF DUTIES

Performs difficult legal secretarial ~~and clerical~~ duties involving the use of considerable independent judgment; may perform routine administrative duties; composes routine memoranda, contracts, resolutions, ordinances and letters; maintains Law Library; may perform legal research; prepares legal forms necessary for filing cases before court, including briefs, motions and orders, warrants, citations, complaints, subpoenas, petitions and resolutions; answers correspondence independently; maintains calendar and schedules appointments for the ~~manager~~attorneys; answers the telephone and interviews callers, exercising considerable judgment in giving out information and referring to the proper person; makes travel arrangements; installs and maintains filing systems ~~and other clerical procedures~~; prepares payroll; ~~and~~ prepares a variety of bills and invoices; opens, sorts and distributes mail; operates a variety of modern office appliances and orders office supplies as necessary; assists in budget preparation and administration; prepares financial and statistical reports. —In other than of a routine or clerical nature, evaluates employee performance ~~including clarifies job expectations~~, assigns work, provides feedback on performance issues, counsels employees on performance, and completes and signs ~~the annual~~ performance evaluations; and effectively recommends personnel actions such as hiring, promotion, transfer, discipline, or adjustment of grievance. May be called to court to assist attorneys in trial; may be called to assist in secretarial and/or clerical positions within the office; other duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Legal terminology, forms, documents, and procedures; basic organization, services,

programs and functions of the legal system; forms and formatting for legal documents; style/format of business correspondence, punctuation, spelling, and general English usage; modern office practices, procedures and equipment; filing and recordkeeping methods; modern office equipment; basic elements of supervision, including instructing workers on specific tasks.

Ability to: Perform ~~difficult and responsible~~ legal secretarial and clerical duties; organize work effectively to meet critical administrative deadlines; determine office priorities; deal with deadlines and office emergencies; interpret and apply specific policies and procedures; ~~type at a speed of not less than 55 words per minute from clear copy on a typewriter or computer terminal; take dictation at a speed of 90 words per minute and transcribe it accurately may be required for certain positions;~~ compose correspondence independently; establish and maintain cooperative working relationships with those contacted in the course of work; supervise the work of staff.

These employment standards are typically attained with ~~two (2)~~ one (1) years of ~~clerical~~ experience comparable to that of a Legal Secretary II with Shasta County. ~~preparing a wide variety of legal documents and training or experience in supervision.~~

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate.

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