

CITY OF SANTA ANA

JOB CODE 07310

SENIOR LEGAL SECRETARY (UC)

DEFINITION

Under general supervision, performs a wide variety of complex and responsible legal secretarial and administrative support work involving specialized legal terminology, documents and procedures.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Performs legal secretarial and administrative support work for one or more attorneys as assigned. Maintains control of flow of legal documents and correspondence. Adjusts priorities and/or procedures to maintain optimum workflow and meet deadlines. Assists in training new clerical personnel. Performs confidential secretarial duties, minor legal procedures and administrative details for assigned attorney(s), including maintaining court and appointment calendars, composing routine correspondence, receiving calls and visitors and answering inquiries, scheduling meetings and appointments, providing travel arrangements, and assembling data for reports. Prepares invoices and direct payment vouchers. Transcribes from notes or transcription equipment, memoranda, correspondence, proceedings, and the full range of legal forms, documents and related materials. Proofreads materials and verifies accuracy of citations against legal reference books. Maintains criminal calendar and files. Establishes, maintains and updates files and filing systems. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee assigned to this class performs responsible and difficult clerical work requiring knowledge of and familiarity with legal terminology, forms, format, and procedures. This class differs from Legal Secretary in that it requires familiarity with the workings of the City Attorney's office, duties normally include some minor administrative tasks, and incumbents operate with greater independent action requiring the exercise of judgment in making decisions in accordance with the policies and practices of the department.

MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to completion of two years of college and three years of secretarial experience, including two years as the principal secretary to one or more attorneys; or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: legal office work, practices and procedures; legal terminology, documents, forms and formats; legal office filing and indexing methods; correct English usage, spelling, grammar and punctuation; procedures and practices of local, State and Federal courts necessary to provide City Attorneys with a full range of clerical support in civil and criminal action and litigation.

Skill in: the operation of standard office equipment, including computer equipment with display screen and memory components.

Ability to: transcribe accurately from notes and dictation equipment; type at a corrected speed of 50 words per minute from clear copy; perform work with minimal direction and supervision; exercise independent judgment, initiative and discretion in performance of duties; plan and maintain an even flow of work; use and spell English correctly and make simple arithmetic calculations accurately; independently compose correspondence and materials related to the legal field; work effectively, tactfully and courteously with people contacted in the course of work.

Former Class title: Legal Secretary II, changed to Senior Legal Secretary (UC) per Resolution 87-94, effective 12-87
Class specification revised and approved through 1986-87 Clerical Study Process

Class specification reviewed: 12/94
ADA Approved: 12/94