

CITY OF LATHROP
LEGAL SECRETARY

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a wide variety of routine and complex office, clerical and administrative tasks and duties in support of the City Attorney; assists the public by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains legal documents and records; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Legal Secretary** is the full working level class in which incumbents are expected to independently perform the full scope of assigned duties. The incumbent performs a full range of office and administrative support duties, including organization and coordination of work load, maintenance of a calendar, scheduling of appointments, preparation of reports and legal documents, and filing documents with the Court. This classification is distinguished from the next lower classification of Administrative Assistant II in that the former performs office and clerical duties involving sensitive and confidential legal documents and materials.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Attorney. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of routine and complex office, clerical, and administrative support tasks and duties for the City Attorney.
- Demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the City to all callers and visitors in a professional and customer friendly manner.
- Uses computers to enter, prepare and proofread drafts, labels, forms, envelopes and a variety of documents, including general correspondence, legal documents and reports and memos from rough drafts or verbal instructions; operates other automated office equipment.
- Schedules meetings and makes travel arrangements; keeps the City Attorney's calendar; tracks deadlines; responds to all requests for public information within the ten day response time; researches public records requests; performs a variety of legal research.

- Files a variety of documents ensuring compliance with legal archiving requirements; files all necessary paperwork for small claims proceeding with the court.
- Handles accounts payable for contract legal services and supplies; participates in fiscal budget updates, including projections; monitors the budget and enters expenditures.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and association, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Legal Secretary**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of significant, directly related and progressive clerical experience in a legal setting or a related field, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's licenses.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities are listed below)*

Knowledge of:

Standard office and administrative policies and procedures; City codes and ordinance; accounting, clerical and legal terminology; court proceedings and the filing of necessary documentation; standard legal documents; basic principles of mathematics; applicable federal, state, and local laws, codes and regulations, including the Public Records Request Act; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Provide general clerical support to the City Attorney; read, understand, and review legal documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of work; maintain accurate office files; compose correspondence and reports; prepare standard legal documents; track court dates; meet critical deadlines; deal successfully with the public in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret, and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decision within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral direction; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer, and variety of variety of word processing and software applications.