

Class Code: 654
City of Anaheim
Class Specification

Classification: LEGAL CLERK

DEFINITION:

Under supervision, to perform specialized clerical work in the preparation, processing and maintenance of records in a law office.

TYPICAL DUTIES:

Acts as a receptionist to the public, taking and responding to calls, screening inquiries, taking messages and scheduling appointments and answering questions that require searching for and abstracting data.

Answers questions requiring a basic understanding of legal procedures.

Receives, opens, date stamps and distributes incoming mail.

Processes outgoing mail and takes mail to court.

Types forms, labels, index cards, general correspondence and specialized documents, such as subpoenas, traffic calendars and complaints requiring use of judgment base upon a thorough understanding of the functions and procedures of the unit.

Proofreads materials for clerical accuracy and spelling.

Operates a variety of office equipment, such as a typewriter, CRT and microcomputer; uses various software including word processing.

Delivers documents to court, attorneys' offices and other City locations.

Files materials into established filing systems, develops filing systems for record storage and retrieval, codes documents, assigns file numbers, purges files and arranges for destruction of old files.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing responsible clerical work in a legal environment.

Knowledge of: Modern office equipment and procedures; English usage, spelling, grammar and punctuation; legal terminology; basic math; simple recordkeeping methods.

Ability to: Type at a net corrected speed of 50 words per minute from clear copy; maintain accurate records and filing systems; receive confidential information and maintain confidentiality; operate a computer terminal and use related software; proofread and detect errors in typing, grammar, syntax and punctuation; read, understand and apply moderately difficult materials; understand pertinent procedures and functions quickly and apply them without immediate supervision; compose routine legal correspondence; plan, organize and schedule work to meet deadlines; perform routine legal clerical work independently; establish and maintain effective relationships with those contacted in the course of work.

NOTE: Possession of or the ability to obtain a valid California Driver's License by date of appointment.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Legal Secretary.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - Confidential

Revised 9/86 - W Jerz

Revised 7/91 - V Kilmurray

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