

Class Code: 313
City of Anaheim
Class Specification

Classification:
LEGAL SECRETARY

DEFINITION:

Under moderate supervision, to perform highly skilled legal secretarial and clerical work of average difficulty while assigned at either the North Court Facility or at the Civic Center.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Depending upon area of assignment, duties and responsibilities may include, but are not limited to, the following:

Reviews trial case files and determines who needs to be subpoenaed; prepares required paperwork; requests additional reports/information as required to complete file for court.

Pulls and reviews files for daily calendar. Ensures files are up to date and contain all pertinent information. Follow through on requesting missing information and/or bring to attorney's attention for action.

For new cases, independently requests information on outstanding warrants, prior convictions, pulls case files in office, contacts other jurisdictions for additional information.

On a daily basis, updates Case Management System.

Operates word processor and/or CRT to enter and edit a wide variety of legal information using a limited number of programs and formats, devises formats for specialized purposes, and creates legal vocabulary for use in the word processor.

Operates printer to print documents stored in word processor.

Transcribes machine dictation and/or takes and transcribes shorthand notes of correspondence, briefs and reports.

Proofreads materials for clerical accuracy and spelling.

Composes correspondence based on general instructions from attorneys, routine pleadings from standard passages, and specialized documents, requiring use of judgment.

Types or enters and assembles a variety of legal forms, schedules, reports, lists, correspondence, calendars, briefs, telecopier requests and opinions.

Locates and prepares discovery material and exhibits for court filing.

Sets up meetings, arranges for meeting rooms, calendars and prepares necessary confirmations.

Screens mail, arranges in priority order, assembles background information and distributes to appropriate attorneys.

Collects monies in response to restitution, prepares appropriate documents and forwards to Accounting.

Directly coordinates Disneyland and Code Enforcement cases with filing officer. Ensures files are accurate and complete prior to filing of complaint.

Prepares all complaints not related to Anaheim Police Department (ie. Code Enforcement, Dept. of Fish and Game, Health Dept., State/Federal agencies regarding drug cases).

Operates a variety of office equipment, such as a typewriter, transcription equipment and photocopiers.

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

Coordinates the preparing, filing and serving of necessary court documents.

Follows up on calendared dates for section attorneys in connection with all assignments and inputs to computer.

Takes and response to telephone calls; screens inquiries and independently handles those that do not require the personal attention of an attorney.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Keeps abreast of current court procedures in order to comply with new court rules and litigation procedures.

Obtains police reports as needed.

Assembles and binds briefs.

Files materials into established filing system.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing responsible legal clerical and secretarial work.

Knowledge of: Modern office equipment and procedures; advanced word processing methods; English usage, spelling, grammar and punctuation; business math; legal terminology; civil or criminal procedures, statutes and court rules; civil or criminal litigation forms and formats; procedures of a law office related to preparing and filing of legal documents.

Skill in: Typing at a net corrected speed of 50 words per minute; reading, understanding and applying complex materials; taking dictation at a speed of 90 words per minutes (see NOTES Section); operating a computer terminal.

Ability to: Maintain and modify legal filing systems; perform routine legal clerical and legal secretarial work; initiate and compose routine correspondence and legal documents; proofread and detect errors in typing, spelling, grammar, syntax and punctuation; prepare, file and serve civil or criminal litigation documents independently; receive confidential information and maintain confidentiality; establish and maintain effective relationships with those contacted in the course of work; plan, organize and schedule work to meet deadlines.

NOTE: Some positions in this class require possession of a valid and appropriate California Driver's License.

Shorthand skill at the designated speed is a pre-employment requirement of some positions. The shorthand requirement may be waived by the supervisor prior to conducting recruitment to fill a vacancy.

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

Supervision Exercised: May provide technical supervision over clerical and/or part time employees.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Litigation Secretary or Administrative Assistant.

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.

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Revised 6/90 - V. Kilmurray
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