



Office of Human Resources  
Legal Secretary - CC0271  
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### General Statement of Duties

Performs secretarial duties utilizing legal terminology, procedures and documents.

### Distinguishing Characteristics

The Legal Secretary class performs legal secretarial work in the Office of the District Attorney, City Attorney's Office, or the Career Service Hearing Office providing information to courts, personnel, attorneys and the public and preparing legal and managing case files.

### Level of Supervision Exercised

By position, performs lead work.

### Essential Duties

Reviews correspondence and documents and decides whether to forward the information to the attorney or hearing officer, or enter it into the case file.

Reviews attorney case files for accuracy and completeness, and interprets, translates and types court proceedings entered by attorneys or hearing officers, following litigation.

Updates case records showing current status, time, court date, location, continuations or new motions and notifies the attorney, hearing officer and/or witnesses of changes.

Composes correct legal pleadings from the attorney's outline of charges.

Obtains information for cases from legal sources and from the public record, as directed by attorneys or hearing officers.

Types forms and legal documents including amendments, summonses, court orders, discovery orders, and contempt citations and prepares motions.

Confirms and relays information such as hearing or trial dates, case status and dispositions (settlement).

Some positions may train other clerical employees in the preparation of legal documents, prioritize work and review completed work.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of legal terminology and legal documentation format sufficient to be able to read, interpret, and prepare legal documents.

Knowledge of office practices and procedures sufficient to be able to organize and maintain files, records, and schedules and to obtain and/or relay information and process documents in a timely manner.

Skill in prioritizing, coordinating, and scheduling work to allow for efficient and effective completion of the work assignment.

Skill in typing.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Three (3) years of general clerical experience including One (1) year of legal clerical experience preparing legal documents such as: amendments, summonses, discovery orders, citations, motions and pleadings.

### **Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for up to two years of the minimum experience except for the one year of legal clerical experience preparing legal documents such as: amendments, summonses, discovery orders, citations, motions and pleadings.

### **Licensure & Certification**

None

### **Working Environment**

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth perception: ability to judge distance and space relationships.

Field of vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color vision: ability to distinguish and identify different colors.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

Criminal Check

Employment Verification

### Assessment Requirement

Administrative Professional (SHL)

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: C-618**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**