

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/ APPROVED JANUARY 2011
RANGE: 46.5
CLASSIFIED
CODES: 1

LEGAL SECRETARY

DEFINITION

Under the direct supervision of the supervising legal secretary, within a framework of standard policies and procedures of Schools Legal Service, the Legal Secretary will perform a variety of complex and specialized secretarial and clerical support functions pertaining to matters of a legal nature;

relieve a legal advisor of clerical and administrative detail by coordinating, organizing, and participating in the various operational aspects of the legal office;

do other related work as required.

This job class requires specialized secretarial skills and knowledge of appropriate legal office procedures, as well as accuracy and attention to detail.

EXAMPLES OF DUTIES

Serve as a personal secretary and law office management aide dealing with a variety of sensitive and privileged legal matters, coordinating and organizing the functions and activities of a legal advisor's office, including the planning, layout, and development of work accomplishment timelines;

prepare information and legal abstracts requested for legal advisor review;

prepare legal documents such as summonses, complaints, motions, subpoenas and briefs from dictated or handwritten materials;

attend meetings and conferences as requested and take and transcribe notes into summary form;

take and transcribe correspondence, contracts, memoranda, reports, briefs, and legal forms which include technical and legal terminology and require a familiarity with legal procedures, policies, regulations, and operational procedures concerning the legal office;

interpret routine legal procedures, to those persons contacting the legal advisor's office either by telephone or through personal visitation;

act as a receptionist and office management aide to the legal advisor, including the answering of routine legal inquiries and correspondence, and screen calls for appropriate action;

maintain an action calendar and appointment schedules for assigned staff, arrange facilities for meetings and conferences, prepare agendas and notify affected parties, etc.;

monitor matters in progress to ensure timely processing and completion in compliance with court rules and procedures for established timelines; determine appropriate sources and obtain information necessary to complete processing;

make travel arrangements, including airline, automobile, and hotel reservations for legal staff, and prepare applicable documentation;

establish and maintain complex alphabetical, numerical, and subject matter files, which include sensitive and privileged matters and details, and update and maintain the law library;

open, log, and route incoming documents and other mail;

input attorney/negotiator time into time and billing system and assist with compilation of statistical data and report from time and billing system and processing of time and billing information;

under direct supervision, assist with maintenance of Schools Legal Service web page;

assist with ordering and maintenance of office supplies;

assist in the planning, preparation, and presentation of client workshops;

compile information and prepare documentation for special projects such as client audit letter responses, office procedure manuals, and office calendars.

QUALIFICATIONS

Knowledge of:

Principles, methods, techniques, and strategies of a legal office secretarial staff operation;

modern office methods and equipment, including data management, storage, and retrieval systems, receptionist and telephone response techniques, legal document formatting and preparation, word processing, report writing, and proofreading, dictaphone usage, and computerized law office software and research tools;

maintain knowledge of California Rules of Court, PERB, OAH and Special Education Hearing Office rules and regulations;

English usage, spelling, grammar, and punctuation;

legal terms;

basic techniques of organization and planning.

Ability to:

Prepare clear and comprehensive legal forms, documents and reports;

independently composes correspondence;

learn, interpret, and apply complex legal office policies, regulations, and operational procedures, and effectively perform complex secretarial and clerical activities which require knowledge of legal mandates;

type or keyboard at a net corrected speed of 60 words per minute;

exercise judgment in recognizing scope of authority;

establish and maintain effective work relationships with those contacted in the performance of required duties;

effectively and tactfully communicate in both oral and written form;

function effectively under pressure and solve routine office problems independently;

maintain confidentiality;

make mathematical calculations with speed and accuracy;

understand and carry out oral and written directions;

plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines, including maintaining accurate records and files.

Experience:

Five (5) years of increasingly responsible secretarial experience, including three (3) years of secretarial service in a legal office.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in legal office procedures, business office management, and related technical legal secretarial skill areas.

Paralegal certificate preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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