

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JANUARY 1999
RANGE: 48.5
CLASSIFIED
CODE: 1

SENIOR LEGAL SECRETARY

DEFINITION

Under direction, to perform complex and specialized legal secretarial and clerical functions;

to serve as a personal secretarial aide to the General Counsel providing relief from administrative and clerical detail;

to organize, coordinate and participate in the staff activities of Schools Legal Service;

and to do other related work as directed.

This position requires a definable body of knowledge and skills which exceed those required by lower level legal office workers and that is not normally learned in the job in a brief period of time.

Should have an ability to work independently, under pressure, to organize and prioritize work loads so as to keep several projects progressing to completion simultaneously with little or no direction.

EXAMPLES OF DUTIES

Serve as a confidential secretary and management aide dealing with a variety of sensitive and privileged legal matters, including coordinating and organizing the functions and activities of a legal advisor's office, including the planning, layout, and development of work accomplishment guidelines; assist in the development of major new or improved office procedures;

organize, participate and assist in the coordination of the clerical staff activities of the legal office, including planning, organization, layout, and development of work accomplishment guidelines; coordinate the preparation of pleadings and variety of other legal documents;

attend meetings as assigned and take and distribute minute summaries as required; request information and data, review the data and compile accurate and comprehensive reports and surveys;

may review legal records and case law, and prepare abstracts of legal decisions; respond to inquiries which involve the interpretation of policies, regulations, and operational procedures;

attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality; take and transcribe dictation which includes technical and complex legal terminology, requiring a familiarity with the California Administrative, Education and other California codes, County Office policies and regulations, PERB and OAH regulations and California Rules of Court;

independently prepare for supervisor's review correspondence, memoranda, reports, and a variety of other communicative subject matter that may include privileged and highly sensitive legal material;

operate a word processing system and computer terminals in performing secretarial and clerical functions; establish and maintain complex and confidential files and records, including automated data management, storage and retrieval processes; act as the receptionist to the General Counsel, receiving and answering telephone inquiries and receiving and assisting office visitors;

maintain a calendar of activities and events, and schedule appointments, conferences, and meetings for the General Counsel;

receive, sort, and route mail, and respond to routine correspondence; plan, develop, and implement office procedures and develop unusual legal documents and forms; may provide technical input pertaining to the performance evaluation of the clerical staff in the legal unit;

review and disseminate documents and publications which define changes in law affecting procedural and/or case law; inform attorneys of state and federal court procedures; keep department legal resources current; responsible for keeping law library current, including computerized research materials, by ordering materials;

generally receive assignments involving the preparation and analysis of legal documents and routine legal research including researching state and federal statutes and regulations using computerized software; assist attorneys in computer-based research;

coordinate and make arrangements for Schools Legal Service workshops, including the preparation of materials.

QUALIFICATIONS

Knowledge of:

Principles, procedures, methods, techniques, and operations of a law office; modern office practices and equipment, including automated data management, storage, and retrieval systems;

public education goals and objectives, and the operational objectives of Schools Legal Service; English usage, legal terminology, spelling, punctuation, grammar, and manuscript, report and legal document formatting; California codes, and County Office policies, regulations, and operational procedures which govern the activities of the legal unit; communication techniques, strategies, and procedures.

Ability to:

Plan, organize, coordinate, and schedule administrative and clerical functions and activities; effectively and efficiently perform highly responsible legal secretarial and administrative aide functions; abstract, compile and prepare accurate and comprehensive legal documents and forms, reports and summaries; communicate effectively in oral and written form; establish and maintain a variety of complex, privileged, and sensitive data management, storage and retrieval systems;

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

make mathematical calculations with speed and accuracy; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Experience:

Six (6) years of responsible executive or administrative secretarial experience, including four (4) years of service as a legal secretary.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in business office management, legal office organization and supervision and related technical skill areas at the community college level. 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.

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