

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2025
RANGE: 14.0
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1, 2, 6, 8

SUPERVISING LEGAL SECRETARY

DEFINITION

Under direction of the General Counsel of Schools Legal Service, the Supervising Legal Secretary will supervise and evaluate legal clerical staff and organize the work of those employees, oversee the maintenance and implementation of non-fiscal office systems and procedures, perform complex and specialized legal secretarial and clerical functions, and serve as a personal secretarial assistant to assigned counsel.

EXAMPLES OF DUTIES

Supervise, train, evaluate, assign work to and assist in recruitment of clerical staff;

complete annual performance evaluations of assigned clerical staff;

coordinate clerical services for legal and collective bargaining clients;

coordinate and organize the clerical staff activities of the legal office, including planning, organization, layout, and development of work accomplishment guidelines;

assist in the development of major new or improved office procedures;

devise and maintain non-fiscal office systems and procedures;

determine work schedules and authorize leaves for assigned clerical staff, ensuring adequate staffing coverage;

manage the creation and maintenance of the correspondence log, assignment log, and files;

supervise space utilization;

oversee the creation and maintenance of an office calendar of routine annual events;

direct the ordering of supplies, equipment, books and publications as needed;

facilitate the preparation of office manuals;

ensure that office machines are serviced;

prepare correspondence related to Schools Legal Service Board of Directors, attend Board meetings and assist with minutes, agendas and elections;

attend attorney or management meetings when requested;

assist in preparation of all-staff meetings;

conduct regular meetings of clerical staff;

review need for professional training for clerical staff and explore opportunities for training;

serve as a confidential secretary and management assistant to assigned Counsel dealing with a variety of

sensitive and privileged legal matters;

attend meetings as assigned and take and distribute minute summaries as requested;

request information and data as needed, 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 include technical and complex legal terminology, requiring a familiarity with the California law, County Office policies, Public Employment Relations Board (PERB) and Office of Administrative Hearings (OAH) regulations and California Rules of Court;

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

establish and maintain complex and confidential files and records, including automated data management, storage and retrieval processes;

act as the receptionist receiving and answering telephone inquiries and receiving and assisting office visitors;

maintain a calendar of activities and events, and schedule appointments, conferences, and meetings;

receive, sort, and route mail, and respond to routine correspondence;

plan, develop and implement office procedures and develop unique legal documents and forms;

supervise arrangements for Schools Legal Service workshops, including the preparation of materials;

oversee maintenance of staff work calendars and absence tracking protocols;

act as liaison with clients for intake of new matters;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, procedures, methods, techniques, and operations of a legal 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, and grammar;

California laws, County Office policies, and operational procedures which govern the activities of Schools Legal Service;

communication techniques, strategies, and procedures.

Ability to:

Plan, organize and direct the work of others;

devise systems and procedures;

plan, organize, coordinate, and schedule administrative and clerical functions and activities;

effectively and efficiently perform highly responsible legal secretarial and administrative assistant 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 arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

work independently, under pressure, to organize and prioritize workloads so as to keep several projects progressing to completion simultaneously with little or no direction.

Experience:

Seven (7) years of responsible executive or administrative secretarial experience, including five (5) years of service as a legal secretary.

Education:

Equivalent to the completion of the twelfth grade.

Paralegal certificate, legal assistantship certificate and/or training or experience in business office management and supervision 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 is overtime exempt and has a probationary period of one year.

CP: ra

6/6/2025

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