

THE COUNTY OF SOLANO
CLASS DESCRIPTION, 1999

LEGAL SECRETARY

DEFINITION

Under direction, performs a variety of difficult and complex clerical and administrative support work in connection with the preparation, processing, coordinating and/or filing of criminal and/or civil cases; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey level in the Legal Secretary series and is characterized by the responsibility to provide advanced clerical and administrative support in the preparation, processing, coordination, tracking and filing of cases. This class is distinguished from the Legal Secretary, Senior position in that the latter has responsibility for a technical segment of clerical operations that may include providing lead worker guidance to incumbents of this class.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to the following:

1. Prepares a variety of legal documents, such as legal briefs and memorandums, opinions, subpoenas, court orders, complex writs, appeals, motions and jury instructions, from verbal instructions, handwritten, typed or voice recorded draft; receives direction regarding or independently determines document format, distribution and preparation priority; proofreads and/or corrects copy for grammar, spelling, punctuation and conformance to established procedure or other guidelines; assists in developing forms and standardized correspondence language; takes routine dictation or instruction in order to compose routine correspondence.
2. Processes legal documents, records and reports through the office to which assigned, as well as through the Courts or other judicial system and/or administrative agencies based on established procedures or special instructions in case files; prepares case files; receives, processes and files a variety of reports, documents and fees resulting from legal actions; collects and maintains statistical data.
3. Provides the public, employees and others general procedural and/or case information which requires distinguishing between and consideration of sensitive or protected and public information; answers the telephone; takes messages and forwards to appropriate staff.
4. Coordinates the preparation of files for attorneys; pulls files for cases scheduled for court and ensures that all needed documents are included; maintains correct status of court calendars; may accompany attorneys to meetings; assists with routine legal research.
5. Maintains files and record-keeping systems; sorts and stores information based on alpha, numeric, content or other classification method; searches for and retrieves information stored in manual and/or automated systems; purges files in accordance with established procedure.

6. Maintains records and workload statistics; prepares work unit reports; may participate and assist in review and implementation of new office procedures.
7. Handles evidence, such as photos, video tapes, and audio tapes, properly and by procedure; processes rejected cases; photocopies documents; files and shreds rejected reports.
8. Screens phone and office callers; takes and relays inquiries and messages; evaluates informational needs of callers; answers questions; directs people or transfers calls to appropriate parties or offices; calls people and other County departments to request, update or verify information.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

High school diploma or GED; supplemented by one (1) year of full-time work experience in preparing and processing legal documents, preferably for a governmental agency, including six (6) months experience in a legal secretary capacity that demonstrates possession of and competency in the requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Working knowledge of general office practices and procedures; legal terminology, procedures and processes applicable to the office to which assigned; clerical work methods and techniques; legal and general record-keeping systems; file maintenance methods; technical reference materials; specialized typing formats and legal documents used in the areas of assignment; grammar, spelling and punctuation; office equipment operation; forms and formatting techniques; standard correspondence composition practices.

Ability to understand, interpret and apply laws, regulations, policies and procedures governing clerical processing operations; prepare final documents from handwritten, typed and voice recorded draft; format specialized documents; determine proper routine wording and phrases; research regulations, citations, case status, procedures and information from technical resource materials; prepare routine procedural documents outlining work methods; perform clerical activities in support of legal processes and/or services; evaluate unusual circumstances and resolve through the application of legal and standard operating procedures; perform routine legal research; communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; maintain accurate records and document actions taken; organize and prioritize work assignments; make routine arithmetical calculations; discover and correct errors in arithmetical computation, grammar, spelling and punctuation; maintain confidentiality of information; recognize and respect limit of authority and responsibility; demonstrate tact and diplomacy; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS

None.

SUPPLEMENTAL INFORMATION

Recruiting requirements may be set to test transcription speed, however, these skills are not the primary areas to be measured in the selection process.

Positions allocated to this class may require bilingual skills.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Human Resources Director

Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer