



JOB DESCRIPTION

Executive Legal Secretary

Date Prepared: July 2016

Class Code: 1507

SUMMARY: Under general supervision, performs a wide variety of complex and highly skilled legal secretarial and confidential administrative functions supporting the City Attorney's Office; work requires the exercise of independent judgment, initiative and discretion based on knowledge of legal administrative policies and procedures and the municipal organization in performing daily activities.

DISTINGUISHING CHARACTERISTICS: -- Executive Legal Secretary is distinguished from Legal Secretary in that the Executive Legal Secretary is the experienced paraprofessional level in the job series; incumbents work under general supervision, and perform a wide variety of technical, specialized and complex duties.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides diverse highly skilled legal secretarial, complex technical and confidential administrative support to the City Attorney and legal staff.
Assists the City Attorney with a variety of administrative tasks using discretion and independent judgment in accordance with general direction.
- Serves as liaison to departments, agencies, and the general public; responds to inquiries from the public and other City employees; provides guidance and explanation of City procedures requiring understanding of policies and regulations, or refers inquiries to the appropriate authority.
- Coordinates, prepares, reviews and compiles materials for City Council or other board, committee or agency meetings.
- Prepares a wide range of legal documents, including but not limited to, ordinances, resolutions, agreements, and other documents required by court filings and proceedings involving the City.
- Performs administrative tasks related to the preparation of leases, subpoenas, pleadings and legal opinions.
- Composes and types routine correspondence in reply to various requests and inquiries.
- Receives and processes incoming mail; responds to some matters within scope of position and refers others to the City Attorney.
- Receives visitors, answers, screens and directs telephone calls, maintains calendars and schedules appointments; makes travel and meeting arrangements as directed.
- Participates in preparing the departmental budget and assists in monitoring budgetary expenditures and/or processing the Department's payroll, invoices, purchase orders, contracts, requisitions and reimbursement of travel and incidental expenses.
- Establishes, maintains, and revises complex office filing systems, including electronic data storage and retrieval; maintains records of expenditures and departmental case files and other records; assembles materials and documents required by the City Attorney for attendance at various meetings; prepares documents for storage, preservation or disposal.
- Ensures efficient clerical procedures and makes recommendations on improvements.
- May organize, direct, coordinate and evaluate the activities of clerical personnel within the department.
- Maintains state, national and local memberships for City Attorney and Deputy City Attorneys.

- Intakes requests for information, and attempts to resolve them by researching files and records; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to City Attorney for resolution.
- Performs a wide variety of professional secretarial functions and specialized administrative functions including word processing, proofreading and editing a variety of materials, oversees the preparation, distribution, and noticing of various materials and documents.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate's degree in Business or related field is required; AND five (5) years of increasingly complex and highly responsible administrative support experience in a legal office environment or government agency, supporting senior level-personnel. Municipal/public sector government experience is highly desirable.

Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Principles and practices of office administration.
- Records management principles.
- Telephone etiquette and customer service protocol.
- Customer service standards and protocols.
- Human resource management practices and principles.
- Business computers and standard MS Office software applications.

Skill in:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, regulations, rules and codes regulating City government.
- Rules for formatting, preparation, filing and service of legal documents.
- Legal terminology and legal citation formats.
- Applicable state and federal legal procedures including court rules, court proceedings and deadlines.
- Office practices and procedures including business correspondence, filing, and standard office equipment operation.
- Proper use of business English and grammar and accurate spelling.
- Computer software used in a law office.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with co-workers and the public.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.