



JOB DESCRIPTION

Legal Secretary

Date Prepared: March 2014

Class Code: 1525

SUMMARY: Under general supervision, a wide range and variety of general clerical and complex legal secretarial duties for the City Attorney's Office.

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:*

- Performs highly skilled secretarial or technical support to the City Attorney and Deputy City Attorneys.
- Coordinates, prepares, reviews and compiles materials for City Council or other board, committee or agency meetings.
- Types a wide range of legal documents, including ordinances, resolutions, agreements, leases, subpoenas, pleadings and legal opinions.
- Prepares routine correspondence and legal forms.
- Receives and opens incoming mail; responds to some matters within scope of position and refers others to the City Attorney.
- Makes appointments for the City Attorney.
- Assist in the preparation of the department's budget.
- Maintains 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.
- Prepares requests for reimbursement of travel and incidental expenses incurred by the City Attorney; prepares department payroll.
- Processes 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 supervisor for resolution.
- 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 other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Possession of a High School Diploma or GED, AND five (5) years of increasingly responsible administrative support experience in a legal office environment or government agency.

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.