

**RESOLUTION TO AMEND JOB CLASSIFICATION PLAN AND
FISCAL YEAR 2019-2020 POSITION ALLOCATION
FOR PLUMAS COUNTY DISTRICT ATTORNEY #70301**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2019/2020 Position Allocation covering all positions in the County service; and

WHEREAS, in lieu of the abolished Legal Services Assistants I/II job classifications the new Legal Secretary Job classification series are necessary in the daily operational needs of the District Attorney's Department #70301; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the County's Job Classification Plan and for 2019-2020 Position Allocation for District Attorney's Department #70301; and

WHEREAS, the County has completed the meet and confer obligation with Operating Engineers Local #3 (OE3); and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendment to the Fiscal Year 2019-2020 Position Allocation for the following position from:

<u>Current District Attorney #70301</u>	<u>FTE</u>
DA Admin/Assistant Public Administrator, or	3.00
Paralegal I/II/III, or	
Legal Services Assistant I/II	

To the following effective upon adoption of this Resolution to:

<u>District Attorney #70301</u>	<u>FTE</u>
DA Admin/Assistant Public Administrator, or	3.00
Paralegal I/II/III, or	
Legal Secretary Trainee, or	
Legal Secretary, or	
Legal Secretary Senior	

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 1st day of October, 2019 by the following vote:

AYES: Supervisors: SIMPSON, THRALL, GOSS
NOES: Supervisors: ENGEL
ABSENT: Supervisors: NONE

Mary Watson
Clerk, Board of Supervisors

Jeffrey M. Lewis
Chair, Board of Supervisors

PLUMAS COUNTY

NEW: 06/2019

LEGAL SECRETARY TRAINEE

DEFINITION

Under direct supervision, to perform a variety of legal secretarial and administrative support duties for one or more attorneys; to answer public and staff contacts and concerns; and to do other related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry and trainee level class in the Legal Secretary series. Incumbents initially work under close supervision to learn departmental policies and procedures, proper format and procedures for processing a variety of legal documents. Incumbents of this class typically perform routine legal, reception, office, and records management work that does not require previous specialized experience and are normally expected to gain the knowledge and abilities to promote to the class of Legal Secretary after two years of satisfactory performance at the trainee level.

Incumbent should expect frequent contact with attorneys, other departments, agencies and the public, which requires knowledge of the courts and other county departments. Incumbents are required to exercise sound judgment and discretion, safeguard the confidentiality of information and demonstrate tact and diplomacy. Accurate word processing and knowledge of legal terminology and legal processes are essential to satisfactory employment performance.

REPORTS TO

District Attorney and Deputy District Attorneys

CLASSIFICATIONS DIRECTLY SUPERVISED

None

LEGAL SECRETARY TRAINEE - 2

EXAMPLES OF DUTIES

- Serve as Legal Assistant to attorneys, relieving them of a variety of administrative details.
- Assist in the preparation of a wide variety of legal documents including briefs, orders, affidavits, petitions, motions, warrants, complaints, subpoenas and abstracts of judgments.
- Assist with processing legal documents, records and reports within the department, through the courts or with other agencies.
- Obtain a variety of records and reports required for cases, i.e. drug and alcohol analyses, DMV reports, criminal history.
- Assist with preparing files for attorneys, pulling files for cases scheduled for court and ensuring required documents are included.
- Record court events and disposition on the case file and in computerized case tracking system.
- Schedule appointments and meetings for attorneys.
- Answer routine requests for information.
- Screen telephone calls and mail, provides information requested, takes messages, refers inquiry or request to appropriate staff or other agency, and resolves matters which do not require legal advice.
- Operate word processing equipment and computer terminals to input, access and print data.
- Calendar court appearances and maintain case logs of proceedings.
- Receive case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff.
- Set up materials for meetings and conferences.
- Perform other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of office procedures and practices, including preparation of correspondence and reports and filing
- Correct English usage, spelling, grammar and punctuation
- Basic knowledge of standard formats for business correspondence and reports
- Some knowledge of legal terminology forms documents and procedures
- Personal computers and software applications related to office and administrative support work

Ability to:

- Perform a wide variety of legal clerical work requiring accuracy and speed
- Prepare legal documents in accepted formats from brief instructions, handwritten, typed or recorded drafts
- Communicate effectively in both oral and written form

LEGAL SECRETARY TRAINEE - 3

Ability to – continued:

- Understand, interpret, explain and apply laws, regulations, policies and procedures
- Establish and maintain effective working relationships
- Understand and follow oral and written directives
- Make accurate arithmetic computations
- Maintain records and prepare reports
- Adjust to workload changes and meet deadlines under pressure of legal deadlines
- Screen and prioritize correspondence and phone calls
- Exercise sound judgment and discretion, safeguard the confidentiality of information, and demonstrate tact and diplomacy
- Operate word processing equipment and computer terminals to input and access data
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the department and County
- Type legal documents accurately and at a rate sufficient to perform duties satisfactorily
- Operate standard office equipment

Training and Experience:

Qualifications needed for this position:

Two (2) years of experience and/or training in an office setting, paid or unpaid, related to filing, reception, processing mail, typing, data entry, answering telephones, assisting the public or other office support duties.

College coursework in a related field such as administration of justice, or paralegal, is highly desirable.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY

NEW: 06/2019

LEGAL SECRETARY

DEFINITION

Under general supervision, to perform a variety of specialized secretarial and administrative support duties for one or more attorneys; to compose, prepare and process a wide variety of legal documents; to answer public and staff contacts and concerns; and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Legal Secretary series. This class differs from the class of Legal Secretary Trainee by increased responsibility for performing a wide variety of legal secretarial work.

Incumbent should expect frequent contact with attorneys, other departments, agencies and the public, which requires knowledge of the courts and other county departments. Incumbents are required to exercise independent judgment and discretion, safeguard the confidentiality of information and demonstrate tact and diplomacy. Accurate word processing and knowledge of legal terminology and legal processes are essential to the satisfactory performance of work for the legal secretary class series.

REPORTS TO

District Attorney and Deputy District Attorneys

CLASSIFICATIONS DIRECTLY SUPERVISED

None

LEGAL SECRETARY - 2

EXAMPLES OF DUTIES

- Serve as Legal Secretary to attorneys, relieving them of a variety of administrative work.
- Take and transcribes, prepares and proofreads a wide variety of legal notes, correspondence, and documents including briefs, orders, affidavits, petitions, motions, warrants, complaints, subpoenas, abstracts of judgments, etc.
- Process legal documents, records and reports within the department, through the courts or with other agencies.
- Obtain a variety of records and reports required for cases, i.e. drug and alcohol analyses, DMV reports, criminal history.
- Prepare files for attorneys, pulls files for cases scheduled for court and ensures required documents are included.
- Record court events and disposition on the case file and in computerized case tracking system.
- Monitor the progress of documents through the judicial process to ensure their timely and proper processing.
- Schedule appointments and meetings for attorneys.
- Compile data and completes reports required by other government agencies.
- Organize and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required.
- Interpret and explains County and department policies, rules, and regulations in response to inquiries; refers inquiries as appropriate.
- Screen telephone calls and mail, provides information requested, takes messages, refers inquiry or request to appropriate staff or other agency, and resolves matters which do not require legal advice.
- Operate word processing equipment and computer terminals to input, access and print data.
- Calendar court appearances and maintain case logs of proceedings.
- Receive case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff.
- Set up materials for meetings and conferences.
- Perform a wide variety of general clerical duties to support departmental operations including typing, copying, filing, entering computer data, faxing, retrieving files, preparing records and monthly reports, maintaining calendars, and ordering and maintaining office supplies and program material.
- Provide backup for other Legal Secretaries in the department.
- Perform other duties as assigned and needed.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Thorough knowledge of office procedures and practices, including preparation of correspondence and reports and filing
- Correct English usage, spelling, grammar and punctuation
- Thorough knowledge of standard formats for business correspondence and reports
- Personal computers and software applications related to office and administrative support work
- Working knowledge of legal terminology forms, documents, court protocol, practices and procedures
- Working knowledge of the forms and formatting for legal documents
- Some knowledge of the organization, services, programs and functions of the legal system

Ability to:

- Work well independently
- Orient and train new employees
- Learn to perform routine legal research
- Perform a wide variety of legal clerical work requiring independent judgment, accuracy and speed; take notes rapidly and accurately transcribe own note
- File materials alphabetically, chronologically, and numerically
- Prepare final legal documents in accepted formats from brief instructions, handwritten, typed or recorded drafts
- Communicate effectively in both oral and written form
- Understand, interpret, explain and apply laws, regulations, policies and procedures
- Learn and understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities
- Establish and maintain effective working relationships
- Understand and follow oral and written directives
- Maintain records and prepare reports
- Adjust to workload changes, react calmly and professionally in emergency, emotional, and/or stressful situations, and meet deadlines under pressure of legal deadlines
- Screen and prioritize correspondence and phone call
- Exercise sound judgment and discretion, safeguard the confidentiality of information, and demonstrate tact and diplomacy
- Operate word processing equipment and computer terminals to input and access data;
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the department and County
- Type legal documents rapidly and accurately at a rate sufficient to perform duties satisfactorily

LEGAL SECRETARY - 4

Ability to – continued:

- Operate standard office equipment.

Training and Experience:

Qualifications needed for this position:

Two years of responsible legal secretarial experience comparable to a Legal Secretary Trainee with Plumas County or two years of experience which demonstrates possession of the knowledge and abilities listed in this job description,

OR

An AA degree in a related field such as Administration of Justice or paralegal. Course work in legal research, records, management, legal technology, business law, legal writing, business communications, word processing and law terminology is highly desirable.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY

NEW: 06/2019

LEGAL SECRETARY - SENIOR

DEFINITION

Under minimal supervision, to perform a variety of complex secretarial and administrative support duties requiring a considerable knowledge of legal terminology, phraseology and procedures for one or more attorneys; to plan, organize, and carry out legal support functions and/or projects; and to do other related work as required.

DISTINGUISHING CHARACTERISTICS

This is an experienced level classification in the Legal Secretary series. This class differs from the class of Legal Secretary and Legal Secretary Trainee by increased responsibility for performing more complex legal secretarial work.

Incumbent should expect frequent contact with attorneys, other departments, agencies and the public, which requires knowledge of the courts and other county departments. Incumbents are required to exercise independent judgment and discretion, safeguard the confidentiality of information and demonstrate tact and diplomacy. Accurate word processing and knowledge of legal terminology and legal processes are essential to the satisfactory performance of work of positions in these classes.

REPORTS TO

District Attorney and Deputy District Attorneys

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide work direction and guidance to less experienced clerical/secretarial staff

LEGAL SECRETARY SENIOR - 2

EXAMPLES OF DUTIES

- Serves as Legal Secretary to attorneys, providing high-level support using considerable independent judgment.
- Prepares and proofreads a wide variety of legal notes, correspondence, and documents including briefs, orders, affidavits, petitions, motions, warrants, complaints, subpoenas, abstracts of judgments, etc.
- Processes legal documents, records and reports within the department, through the courts or with other agencies.
- Obtains a variety of records and reports required for cases, i.e. drug and alcohol analyses, DMV reports, criminal history.
- Prepares files for attorneys, pulls files for cases scheduled for court and ensures required documents are included.
- Records court events and disposition on the case file and in computerized case tracking system.
- Monitors the progress of documents through the judicial process to ensure their timely and proper processing.
- Schedules appointments and meetings for attorneys.
- Compiles data and completes reports required by other government agencies.
- Composes routine letters or other correspondence.
- Organizes and maintains various administrative, confidential, reference imaging, and follow-up files; purges files as required.
- Interprets and explains County and department policies, rules, and regulations in response to inquiries; refers inquiries as appropriate.
- Screens telephone calls and mail, provides information requested, takes messages, refers inquiry or request to appropriate staff or other agency, and resolves matters which do not require legal advice.
- Operates word processing equipment and computer terminals to input, access and print data.
- Calendars court appearances and maintain case logs of proceedings.
- Receives case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff.
- Sets up materials for meetings and conferences.
- Performs a wide variety of general clerical duties to support departmental operations including typing, copying, filing, entering computer data, faxing, retrieving files, preparing records and monthly reports, maintaining calendars, and ordering and maintaining office supplies and program material.
- Provides backup for other Legal Secretaries in the department.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Thorough knowledge of office procedures and practices, including preparation of correspondence and reports and filing
- Correct English usage, spelling, grammar and punctuation
- Thorough knowledge of standard formats for business correspondence and reports
- Personal computers and software applications related to office and administrative support work
- Thorough knowledge of legal terminology forms, documents, court protocol, practices and procedures
- Thorough knowledge of the forms and formatting for legal documents
- Thorough of the organization, services, programs and functions of the legal system
- Pertinent federal, state and county laws and regulations

Ability to:

- Work well independently
- Orient and train new employees
- Perform routine legal research
- Perform a wide variety of legal clerical work requiring independent judgment, personal initiative, accuracy and speed; take notes rapidly and accurately transcribe own notes
- Take dictation at a speed necessary for successful job performance
- File materials alphabetically, chronologically, and numerically
- Prepare final legal documents in accepted formats from brief instructions, handwritten, typed or recorded drafts
- Communicate effectively in both oral and written form
- Understand, interpret, explain and apply laws, regulations, policies and procedures
- Learn and understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with minimum direction
- Compose correspondence and reports from brief instructions
- Establish and maintain effective working relationships
- Understand and follow oral and written directives
- Make accurate arithmetic computations
- Maintain records and prepare reports
- Adjust to workload changes, react calmly and professionally in emergency, emotional, and/or stressful situations, and meet deadlines under pressure of legal deadlines
- Screen and prioritize correspondence and phone calls
- Maintain high personal standards of ethics and integrity

LEGAL SECRETARY SENIOR - 4

Ability to – continued:

- Exercise sound judgment and discretion, safeguard the confidentiality of information, and demonstrate tact and diplomacy
- Operate word processing equipment and computer terminals to input and access data
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the department and County
- Type legal documents rapidly and accurately at a rate sufficient to perform duties satisfactorily
- Operate standard office equipment.

Training and Experience:

Qualifications needed for this position:

Four years of responsible legal secretarial experience comparable to a Legal Secretary with Plumas County or other experience which demonstrates possession of the knowledge and abilities listed above,

OR

Possession of an AA degree and two years of experience in a legal secretarial experience comparable to a Legal Secretary with Plumas County or other experience which demonstrates possession of the knowledge and abilities listed above.

*Highly desirable course work includes legal research, records, management, legal technology, business law, legal writing, business communications, word processing and law terminology.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Exhibit D

MISC PERS		FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/25
Step 4 - Gulla						
Current Range						
Current Range Annual		\$ 34,278.00	\$ 36,005.00	\$ 36,005.00	\$ 36,005.00	\$ 36,005.00
Retirement		\$ 8,398.11	\$ 9,505.32	\$ 10,081.40	\$ 10,189.42	\$ 10,405.45
FICA / Medicare		\$ 2,622.27	\$ 2,754.38	\$ 2,754.38	\$ 2,754.38	\$ 2,754.38
Total		\$ 45,298.38	\$ 48,264.70	\$ 48,840.78	\$ 48,948.80	\$ 49,164.83
Proposed Annual Increase \$		\$ 43,992.00	\$ 46,197.00	\$ 46,197.00	\$ 46,197.00	\$ 46,197.00
Retirement		\$ 10,778.04	\$ 12,196.01	\$ 12,935.16	\$ 13,073.75	\$ 13,350.93
FICA/Medicare		\$ 3,365.39	\$ 3,534.07	\$ 3,534.07	\$ 3,534.07	\$ 3,534.07
Total		\$ 58,135.43	\$ 61,927.08	\$ 62,666.23	\$ 62,804.82	\$ 63,082.00
Five Year Differential	Difference	\$ (12,837.05)				
			\$ (13,662.38)			
				\$ (13,825.45)		
					\$ (13,856.02)	
						\$ (13,917.18)
Five year increase to Personnel Budget	\$ (68,098.08)					
Total as a % of payroll		24.5	26.4	28%	28.30%	28.90%
ULA Payment		\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00
normal cost %		9.12%	9.70%	9.70%	9.70%	9.70%

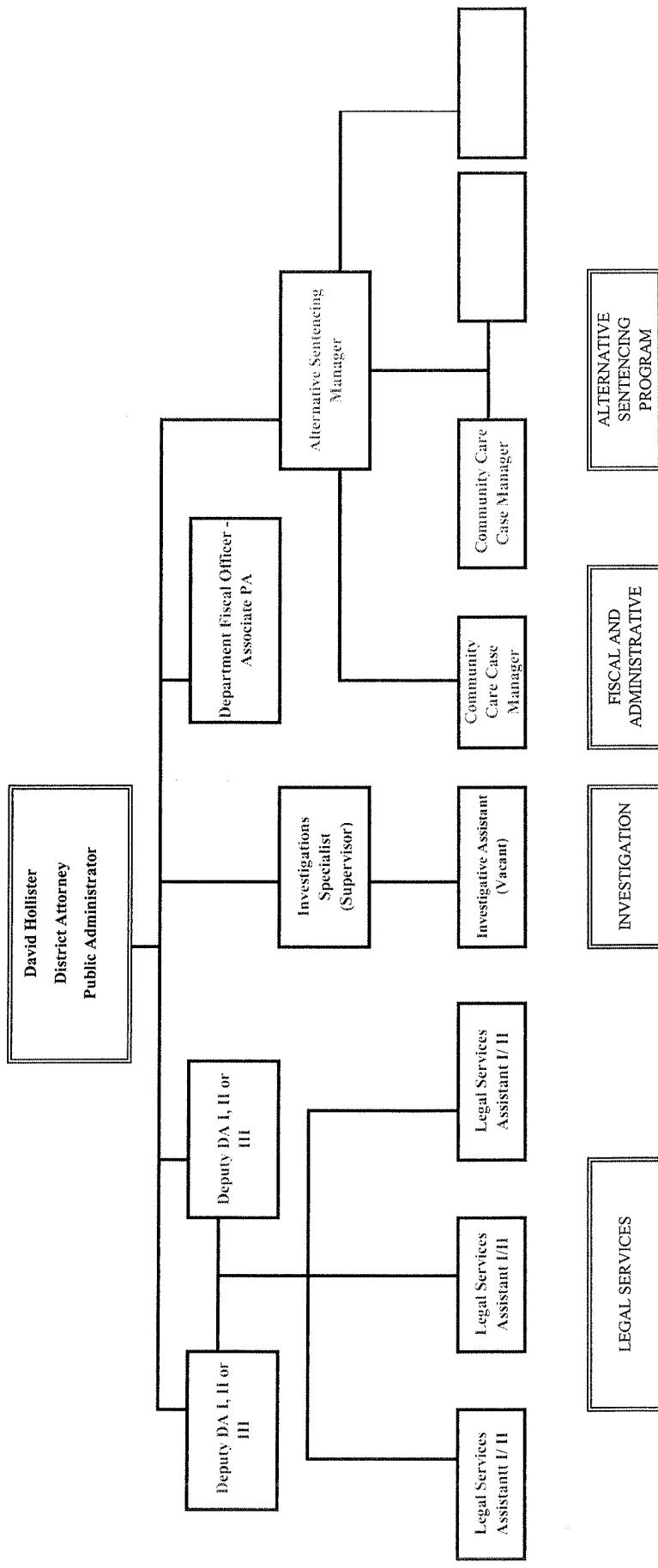
MISC PERS		FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/25
Step 5 - Green	Current Range					
Current Range Annual		\$ 36,005.00				
Retirement		\$ 8,821.23	\$ 9,505.32	\$ 10,081.40	\$ 10,189.42	\$ 10,405.45
FICA / Medicare		\$ 2,754.38	\$ 2,754.38	\$ 2,754.38	\$ 2,754.38	\$ 2,754.38
Total		\$ 47,580.61	\$ 48,264.70	\$ 48,840.78	\$ 48,948.80	\$ 49,164.83
Proposed Annual Increase \$		\$ 46,197.00				
Retirement		\$ 11,318.27	\$ 12,196.01	\$ 12,935.16	\$ 13,073.75	\$ 13,350.93
FICA/Medicare		\$ 3,534.07	\$ 3,534.07	\$ 3,534.07	\$ 3,534.07	\$ 3,534.07
Total		\$ 61,049.34	\$ 61,927.08	\$ 62,666.23	\$ 62,804.82	\$ 63,082.00
Five Year Differential	Difference	\$ (13,468.73)				
		\$ (13,662.38)				
			\$ (13,825.45)			
				\$ (13,856.02)		
					\$ (13,917.18)	
Five year increase to Personnel Budget	\$ (68,729.75)					
Total as a % of payroll		24.5	26.4	28%	28.30%	28.90%
ULA Payment		\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00
normal cost %		9.12%	9.70%	9.70%	9.70%	9.70%

MISC PERS**Step 6 - Wingfield****Current Range**

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/25
Current Range Annual	\$ 37,814.00	\$ 37,814.00	\$ 37,814.00	\$ 39,707.00	\$ 39,707.00
Retirement	\$ 9,264.43	\$ 9,982.90	\$ 10,587.92	\$ 11,237.08	\$ 11,475.32
FICA / Medicare	\$ 2,892.77	\$ 2,892.77	\$ 2,892.77	\$ 3,037.59	\$ 3,037.59
Total	\$ 49,971.20	\$ 50,689.67	\$ 51,294.69	\$ 53,981.67	\$ 54,219.91
Proposed Annual Increase \$	\$ 48,526.00	\$ 48,526.00	\$ 48,526.00	\$ 50,960.00	\$ 50,960.00
Retirement	\$ 11,888.87	\$ 12,810.86	\$ 13,587.28	\$ 14,421.68	\$ 14,727.44
FICA/Medicare	\$ 3,712.24	\$ 3,712.24	\$ 3,712.24	\$ 3,712.24	\$ 3,898.44
Total	\$ 64,127.11	\$ 65,049.10	\$ 65,825.52	\$ 69,093.92	\$ 69,585.88
Five Year Differential	Difference	\$ (14,155.91)			
		\$ (14,359.44)			
			\$ (14,530.83)		
				\$ (15,112.25)	
					\$ (15,365.97)
Five year increase to Personnel Budget	\$ (73,524.40)				
Total as a % of payroll	24.5	26.4	28%	28.30%	28.90%
ULA Payment	\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00
normal cost %	9.12%	9.70%	9.70%	9.70%	9.70%

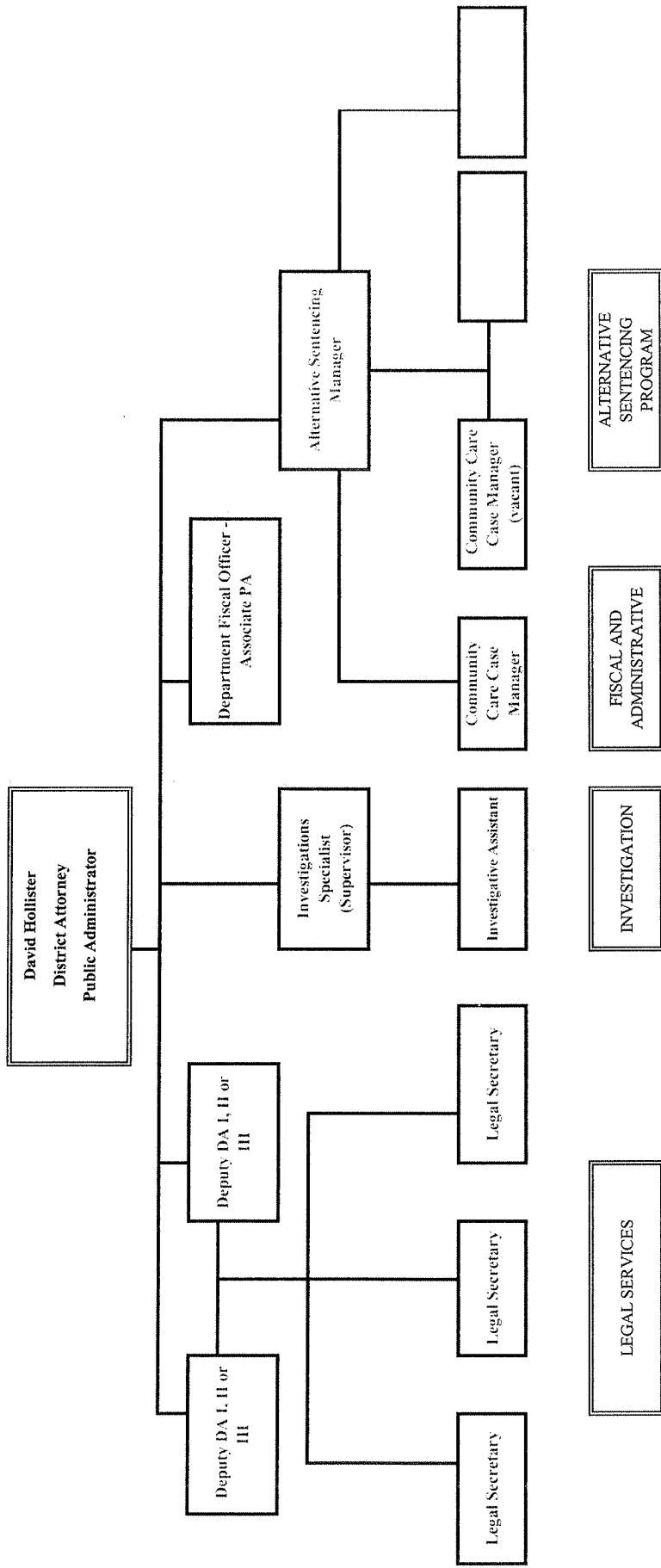
Exhibit E

**Plumas County District Attorney's Office
Organizational Chart
2018-19**



**Plumas County District Attorney's Office
Organizational Chart**

2019-2020



Proposed new Org Chart 11/30/2018