

**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.

## LEGAL SECRETARY SENIOR - 3

### 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.