

ADMINISTRATIVE LEGAL SECRETARY

DEFINITION

Under direction, serves as primary legal secretary for an assigned County of Amador legal department head; coordinates department office management and support functions; performs a variety of difficult, complex and specialized office and administrative support work; maintains legal files and prepares legal documents; answers public and staff contacts and concerns; and performs related duties as required.

REPORTS TO

County Counsel or District Attorney.

CLASSIFICATIONS SUPERVISED

This classification may exercise functional or technical supervision over secretarial and clerical staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Serves as primary secretary to an assigned County legal department head relieving them of a variety of administrative details; coordinates department office support and management functions; maintains statistical information on assigned department's caseload; may provide work direction for other legal secretary and office support personnel; interviews office visitors and telephone callers, answering inquiries, responding to concerns and referring them to other staff as appropriate; may personally prepare, upon direction by an attorney, a wide variety of legal documents, such as motions, briefs, court orders, notices, and subpoenas; may do basic research to assist with obtaining proper citations for cases; receives case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff; prepares affidavits, petitions, complaints, warrants, and abstracts of judgments; checks and reviews information and documents for completeness and conformance with established standards and procedures; composes routine legal documents as directed; calendars court appearances and maintains case logs of proceedings; processes incoming mail; may oversee departmental personnel processing-related functions; assists with special projects; composes correspondence; types reports, documents, letters, forms, and other items; completes a variety of forms and information documents; maintains and checks employee time records; maintains inventories of office

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supplies and program material; maintains detailed records of activities and functions for a variety of services and programs, according to guidelines and requirements; performs budget and fiscal recordkeeping; gathers materials and distributes agenda for boards and committees; compiles data and completes reports required by the County or external agencies; retrieves historical information from files and records; operates a computer and uses software packages to maintain detailed information and operating records; and performs related duties as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, transcriber, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office and may be in courtroom environment; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- County organization, policies, rules, and regulations.
- Comprehensive knowledge of the policies, procedures, and programs of the Department, Court, and work area where assigned.
- Laws, rules, and regulations affecting assigned program functions and services.
- Legal terminology, phraseology, documents, and forms.
- Legal office methods and procedures.
- Principles and practices of customer service.
- Requirements for completing and filing legal documents.
- Filing and recordkeeping procedures.
- Principles and practices of business correspondence and report generation.
- Receptionist and telephone techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Budget tracking and monitoring techniques.
- Fiscal and account recordkeeping.
- Mathematic concepts and practices.
- Personal computers and software applications related to office and administrative support work.
- Operations, services and activities of an office setting.
- Applicable court guidelines and regulations as it pertains to legal and administrative support.

Ability to:

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- Perform specialized program and administrative support functions for an assigned County legal department head.
- Organize, coordinate, and manage department office support and management functions.
- Perform a variety legal office support, secretarial, and administrative duties.
- Identify, prepare, and use a variety of legal documents and forms.
- Interpret and apply policies, rules, and regulations with good judgment in a variety of situations.
- Work with minimum supervision.
- Compile information and prepare accurate reports.
- Make arithmetical calculations quickly and accurately.
- Type at a rate of 45 words per minute from clear, legible copy.
- Take dictation and notes at an appropriate rate for the job assignment and transcribe them accurately.
- Operate a variety of office equipment including computers and assigned software.
- Deal tactfully and courteously with persons seeking information and expressing concerns about programs, legal procedures, policies, and functions.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Training and Experience:

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

A high school diploma or GED equivalent; special training and education in the legal secretarial field is highly desirable.

Experience

At least four years of increasingly responsible legal secretarial, office, and administrative support work at a level equivalent to Legal Secretary II with Amador County.

Special Requirements

Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles.