

CITY OF BAKERSFIELD

CLASS SPECIFICATION: 26315

UNIT: WHITE COLLAR

EEO4: OFFICE/CLERICAL

CLASS TITLE: SENIOR LEGAL SECRETARY

CLASS SUMMARY:

Under general supervision by the City Attorney, is responsible for drafting ordinances, resolutions, contracts, complaints, answers, demurrers, pleadings and law and motion documents. Performs other complex clerical and secretarial work involving considerable knowledge of legal and court procedures, transcribes dictaphone tapes rapidly and accurately, maintains a calendar of filing deadlines and performs other work as required.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting.

Essential Duties:

- Prepares ordinances, resolutions, deeds, contracts, and other documents with minimum supervision by attorney;
- Prepares a full range of documents related to litigation;
- Assists attorneys in less-technical research, document control and analysis for litigation;
- Remains currently informed on filing and service time limits;
- Calendars appointments, court appearances, document and filing deadlines for staff;
- Keeps attorneys apprised of filing time limits;
- Receives visitors and telephone calls and deals with routine office matters independently;
- Composes letters, reports, memoranda and official documents;
- Files and indexes various standard legal and litigation records and documents;
- Maintains confidential files;
- May assist in training administrative employees and interns;
- Prepares claim and expense vouchers.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from Legal Secretary as this is the advanced-level class addressing the most complex and sensitive matters, exercising a higher degree of judgement and independence and serving as the primary secretary for the City Attorney. May provide general direction or act as a lead for administrative staff.

MINIMUM QUALIFICATIONS:

Training and Experience:

- Graduation from high school or attainment of a satisfactory score on a G.E.D. test; and
- Five (5) years' progressively responsible experience in a law office in an administrative or clerical role; or

CLASS TITLE: SENIOR LEGAL SECRETARY (continued)

- An equivalent combination of training and experience.
- Litigation experience preferred.

Knowledge of:

- Advanced principles of business English and legal terminology;
- Advanced of legal forms, methods and procedures;
- Statutory deadlines for responding to and/or filing pleading documents;
- Basic legal research principles;
- Computer applications related to work including legal programs and word processing, spreadsheet and database software;
- Standard law office administrative practices and procedures.

Ability to:

- Draft pleadings and other legal documents;
- Communicate effectively with attorneys, staff, public, etc.;
- Type accurately at a speed necessary to meet the requirements of the position;
- Organize time and adjust priorities in response to external pressures;
- Organize, research and maintain legal and office files and calendars;
- Exercise sound judgement;
- Maintain confidentiality and discretion of sensitive matters;
- Compose correspondence and prepare standard legal documents from brief instructions;
- Prepare clear, accurate and concise records and reports;
- Communicate effectively, both orally and in writing;
- Understand and follow written and oral instructions;
- Develop and maintain effective working relationships with the Legal Administrative Supervisor, supervising attorneys, officers of the court, litigants and their attorneys, complainants and others encountered in the course of work.

Licenses, Certificates and Special Requirements:

- A typing certificate dated within two years of recruitment filing deadline certifying 60 net words per minute.
- Possession of a valid Class "C" California driver's license
- Must be able to pass a background check

Physical Conditions or Special Working Conditions:

Standard office environment and working conditions.

Approved by the Miscellaneous Civil Service Board: June 16, 2020

Approved by the City Council: June 24, 2020