

## **SENIOR LEGAL SECRETARY**

### **DEFINITION**

Under supervision, provides responsible and confidential legal secretarial support to the professional legal staff in the City Attorney's Office; provides lead direction to other legal secretaries or support staff.

### **SUPERVISION RECEIVED/EXERCISED**

Receives direct supervision from attorneys in the City Attorney's Office.

### **DISTINGUISHING CHARACTERISTICS**

Senior Legal Secretary is the most advanced and lead level in the Legal Secretary series assigned to the City Attorney's Office. Incumbents perform specialized legal secretarial duties requiring technical skills and the application of independent judgment to work where standard procedures do not apply. The Senior Legal Secretary class is distinguished from the Legal Secretary II in that incumbents of the Senior Legal Secretary classification provide instruction to other Legal Secretaries and are masters of all Legal Secretary tasks.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

May include, but are not limited to, the following:

Provides instruction and training to other Legal Secretaries; reviews and checks the work of other Legal Secretaries and assists management with the development and implementation of procedures and practices.

Types a variety of legal and technical material from drafts, dictation, and forms; transcribes dictation of a legal and confidential nature, including witness statements; transcribes verbatim transcripts from recordings of public meetings and hearings; and, proofreads and corrects material for proper form, accuracy, and completeness.

Prepares all facets of document discovery and document management; performs preparation and filing of documents in state and federal courts and trial preparation; prepare and compile administrative records.

Types and proofreads state and appellate court briefs, ordinances, resolutions, contracts, deeds.

Predetermine and schedule court dates for depositions, court and administrative hearings and trials; assemble and prepare trial binders, and send notices notifying interested parties; compute suspense dates and deadlines for timely filing of litigation documents and maintain a tickler system.

Serve as liaison between professional legal staff, witnesses, law enforcement agencies and the general public; screen telephone calls and assist the public by providing technical information as required and refer inquiries as appropriate.

Take complaints from citizens and give information to the public and city employees concerning standard office policies and law not requiring attention of an attorney.

Compile, organize and maintain confidential complex and extensive records and prepare appropriate reports; complete complex document editing instructions while maintaining the correct organization of components such as sequence of report and number of exhibits and attachments.

Provide training and direction to staff on various processes.

Operate standard office equipment, including information/word processing equipment electronic mail, calendaring, and case/matter databases; file and index office records, legal documents, and library materials; and, receive, itemize and log mail.  
Perform related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Legal terminology, documents and procedures related to the court system and civil process.

Types of documents and work encountered in a municipal law office, e.g., corporate and business law, land use, real estate, eminent domain, legislative, public finance, procurement, capital projects, contracts and agreements, code enforcement, and economic development.

Legal citations, court filing procedures and other legal research methods necessary for development, drafting and filing legal documents with state and federal courts.

Standard office practices, procedures and equipment.

Automated filing and record keeping system.

All applicable office mandated document styles, procedures, and practices.

### **Skill to:**

Operate standard office equipment, including information/word processing equipment, electronic mail, calendaring, and case/matter data bases.

Safely operate a motor vehicle.

### **Ability to:**

Train and clearly explain legal and office processes and procedures and assist others with Legal Secretary duties.

Provide lead instruction; and organize, prioritize and assign work.

Type accurately at a speed necessary for timely completion of assigned duties.

Complete, make grammatical and spelling changes, and proofread documents from drafts, forms or dictation, and appropriately process them by indexing, filing, and distributing to the client or appropriate entity.

Maintain a calendar of filing dates, meetings and appointments, and keep attorneys apprised of deadline dates for timely filing of legal documents and project timelines.

Multi-task and handle complex and/or multi-faceted projects and follow through with limited time constraints.

Interpret, apply and explain applicable rules, policies, principles, and procedures.

Become familiar with and follow the organization, procedures and operating details of the City Attorney's Office.

Understand the organization and operation of outside agencies as necessary to assume assigned responsibilities.

Understand and follow complex written and oral instructions and efficiently prioritize work and complete assignments within designated time deadlines. Work with advanced formatting features, such as, footnote citations, table of authorities, and redline versions and track changes.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Communicate effectively, both orally and in writing.  
Maintain confidentiality.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Minimum three years of experience as a Legal Secretary in the Fresno City Attorney's Office.

### **Special Requirement:**

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 12/17/2018

NEW: 12/10/18