

## LEGAL SECRETARY

### DEFINITION

Performs a variety of specialized, complex, and confidential legal clerical work in the General Counsel's office which requires the knowledge of legal terminology and legal procedures.

### TYPICAL DUTIES

Prepares legal correspondence, routine memoranda, legal opinions, and legal documents from rough drafts utilizing a variety of office software applications.

Compiles and assembles various legal materials from files and other legal sources for staff use.

Indexes, files, locates, and researches correspondence, legal opinions, and court decisions as requested or assists the Executive Legal Assistant in those activities.

Effectively utilizes computer equipment, specialized software applications, and a variety of standard office machines used for processing the work of a legal office.

Answers inquiries from employees of the District, the general public, students, officers, and representatives of other governmental agencies regarding the functions and procedures of the office.

Answers office telephone, screens calls, schedules appointments, and maintains court calendars for staff.

Assists in the preparation of agendas, minutes, bulletins, reports, and other materials.

Assists in reviewing and processing vendor invoices including, but not limited to, fees and costs of outside counsel.

Orders, receives, and distributes office supplies, materials, and equipment and maintains a supply inventory.

Receives, opens, and reads office mail and processes and routes mail requiring the attention of legal staff.

Files litigation documents in court, arranges hearing dates, and prepares requests for warrants for filing fees.

Assists in maintaining the office library of legal publications, legal subject files, and confidential files.

Assists in preparing necessary travel and reimbursement documents for staff.

May post, enter, and reconcile documents related to fiscal accountability and provide clerical assistance related to budget preparation of the office.

May provide work direction and training to clerical office staff.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Legal Secretary** performs a variety of specialized, complex, and confidential legal clerical work which require the knowledge of specialized practices, procedures, and terminology related to the operation of a law office.

An **Executive Legal Assistant** manages the clerical operations of the office and provides confidential and complex administrative support to the General Counsel requiring knowledge of specialized practices, procedures, and terminology related to a law office. Considerable latitude for independent action in carrying out administrative detail is an essential characteristic of this class. Contact with high-level representatives of the District and the public is routine.

## DISTINGUISHING CHARACTERISTICS (Cont.)

An **Administrative Secretary** performs secretarial and clerical duties related to the management of an administrative office, and has responsibility for independently taking action on matters of non-technical administrative detail. The scope of duties are varied and are related to an important administrative function of the District. The class of **Administrative Secretary (Confidential)** is distinguished from the class of Administrative Secretary because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.

The class of **Administrative Secretary (Stenographic)** is distinguished from the classes of Administrative Secretary and Administrative Secretary (Confidential) because the employee, in the regular course of his or her duties, is required to take dictation and transcribe notes. The class of **Administrative Secretary (Stenographic/Confidential)** is distinguished from the class of Administrative Secretary because the employee, in the regular course of his or her duties, is required to (a) take dictation and transcribe notes and (b) have access to, or possess information relating to, the District's employer-employee relations.

## SUPERVISION

General supervision is received from the General Counsel or an Associate or Assistant General Counsel. Functional supervision is received from the Executive Legal Assistant. May provide work direction to assigned clerical staff and student employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal vocabulary, terminology, and formats
- Law office methods, practices, and procedures
- Letter, memorandum, report, and other correspondence formats
- Customer service techniques for public contact in person and on the telephone
- Capabilities of computer systems, software, and hardware common to a law office environment
- English grammar, punctuation, and spelling
- English usage and business composition and style
- Essentials of record storage, control, retrieval and management

### Skill in:

- Using computer and standard office equipment
- Interpersonal communications

## CLASS QUALIFICATIONS (Cont.)

### Ability to:

- Understand, interpret, and apply rules, regulations, policies, and procedures pertinent to a legal office
- Compose, edit, and format business correspondence and reports
- Use legal terminology, prepare legal documents, and follow legal procedures
- Effectively utilize computer software and hardware typically found in a law office environment
- Develop efficient methods for obtaining and compiling information
- Maintain and use legal opinion, subject files, and a library of legal publications
- Keep office matters strictly confidential
- Critically review source data and detect and correct errors
- Gather and compile data in written, tabular, and graphic forms
- Work effectively and cooperatively with employees of the District, members of the general public, students, and representatives of other governmental jurisdictions
- Learn the rules and regulations, policies, procedures, organization, and functions of the Los Angeles Community College District
- Learn specialized computer applications

## ENTRANCE QUALIFICATIONS

### Education and Experience:

Graduation from high school or its equivalent

**AND**

A. Possession of a Legal Administrative Assistant Certificate or its equivalent.

**OR**

B. Completion of a legal procedures course leading to a Legal Administrative Assistant Certificate or its equivalent **AND** two years of full-time paid clerical office experience preferably including experience in preparing a variety of legal forms and documents.

**OR**

C. Two years of full-time paid clerical experience in a law office including six months of experience in preparing a variety of legal forms and documents.

### Special:

Must type 40 words per minute using a computer keyboard.