

LEGAL SECRETARY-HCRC

DEFINITION

Under general supervision, provides varied, complex, and confidential legal secretarial assistance to attorneys and other professional staff persons; performs related work as assigned.

CLASS CHARACTERISTICS

Legal Secretary-HCRC is the journey-level class in this series, fully competent to perform independently the full range of administrative and legal secretarial duties and demonstrate an increasing knowledge of organizational structure and protocol. This class is distinguished from the Executive Legal Secretary in that the latter performs the highest-level secretarial duties for the Executive Director.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides legal secretarial support to attorneys and other professional staff.
- Types and proofreads a variety of legal and business documents ensuring accuracy and conformity with approved formats.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and correct English usage, including spelling, grammar, and punctuation.
- Drafts routine correspondence.
- Organizes and maintains various files.
- Coordinates the preparation and provision of materials and binders for meetings and programs.
- Tracks cases assigned to staff in order to ensure timely preparation, distribution, and/or filing of legal motions.
- Follows up on projects, transmits information, and keeps informed of unit and organizational activities.
- Researches and compiles a variety of information, organizes and maintains written and electronic records, and prepares periodic and special reports.
- Operates a variety of standard and specialized office equipment, such as typewriters, personal computers, fax machines, telephones, and copiers.
- Assists in the development and implementation of various computer applications, such as macros, forms, tables, and autotext.
- Prepares mailings; stuffs envelopes; prepares mailing labels; distributes mass mailing materials.

- Receives and screens visitors and telephone calls; serves as relief receptionist.
- Performs a variety of standard office support work.
- May transcribe dictation.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Must be available to work overtime and on weekends and holidays.
- May be required to travel statewide as necessary to provide on-site support.

QUALIFICATIONS

Knowledge of:

- Basic legal concepts, terminology, practices, and procedures.
- Pertinent California court practices and procedures.
- Secretarial and standard office practices and procedures, including filing, business letter writing, and the standard format for memoranda, briefs, drafts, opinions, and other typed materials.
- Correct business English, including spelling, grammar, and punctuation, including the use of legal terminology and punctuation.
- Information management and record-keeping principles and practices.
- The operation of standard office equipment and personal computers and the use of specified computer applications, such as word processing, spreadsheets, and desktop publishing.
- Principles and techniques of preparing effective oral presentations and a variety of effective written materials.
- Organizational policies and procedures.

Ability to:

- Provide varied legal secretarial and office assistance to attorneys and other staff.
- Apply basic legal concepts, terminology, practices, and procedures.
- Use initiative and judgement within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Compose correspondence independently or from brief instructions.
- Type accurately at a net rate of 55 words per minute.
- Understand and follow oral and written directions.
- Accurately take minutes and transcribe dictation.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and desktop publishing.
- Safely operate a variety of standard office equipment.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to graduation from high school and three years of legal secretarial experience.

Directly related college-level education may be substituted for a portion of the required experience.