

## **EXECUTIVE LEGAL SECRETARY-HCRC**

### **DEFINITION**

Under general supervision, provides varied, complex, and confidential legal secretarial and office administrative assistance to the Executive Director; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This specialist level in the Legal Secretary series is responsible for organizing and managing specified administrative tasks for the Executive Director, and may be asked to serve in a lead capacity and direct the work of assigned staff. The incumbent also organizes, coordinates, and ensures successful completion of specifically determined projects and assists with any other legal secretarial duties.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Provides executive legal secretarial support to the Executive Director and other assigned staff.
- Receives and screens visitors and telephone calls, takes messages, refers callers, and personally handles calls.
- Organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Formats, types, and proofreads a variety of documents, including legal correspondence, memoranda, legal pleadings, program materials, contracts, tables, charts, and graphs; transcribes dictation.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and correct English usage, including spelling, grammar, and punctuation.
- Drafts correspondence; initiates specified correspondence independently for signature by appropriate staff.
- Organizes and maintains an information management system that includes hard copy files and records and maintains electronic information.
- Follows up on projects, transmits information, and keeps informed of unit and organizational activities.
- Researches and compiles a variety of information, maintains records, and prepares periodic and special reports.
- Participates in effective meeting planning and coordination.
- Schedules and arranges for meetings; makes room reservations and travel arrangements.
- Prepares and processes expense and travel claims; keeps financial records.

- Prepares agendas, and takes or transcribes minutes of meetings.
- Coordinates the preparation and provision of materials and binders for meetings and programs.
- Performs routine secretarial support for attorneys and other office staff, and assists in office administration as needed.
- May lead or direct the work of others.

### **WORKING CONDITIONS**

- Attends meetings outside of normal working hours.
- Must be available to work overtime and on weekends and holidays.
- May be required to travel as necessary.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Basic legal concepts, terminology, practices, and procedures.
- Pertinent California court practices and procedures.
- Secretarial and administrative 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.
- Organizational policies and procedures.
- Basic supervisory principles and practices.

#### **Ability to:**

- Provide varied secretarial assistance to managerial and executive staff.
- Apply basic legal concepts, terminology, practices, and procedures.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Train others in policies and procedures related to work.
- Diplomatically communicate with executive-level individuals both within and outside the agency; demonstrate proper protocol when dealing with government officials.
- Type at a net rate of 55 words per minute.
- Accurately take minutes and transcribe dictation.
- Safely operate a variety of standard office equipment.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, legal applications, and desktop publishing.
- Communicate effectively in English, orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of the work.
- Plan, direct, and review the work of others on a project or day-to-day basis.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to graduation from high school and three years of administrative secretarial experience, including one year of experience organizing and coordinating secretarial and administrative support functions for executive-level managers and one year of experience as a legal secretary.

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

OR

One year as a Legal Secretary with the HCRC, or one year as an Executive Secretary or two years as an Administrative Secretary with the judicial branch.