



ADMINISTRATIVE LEGAL SECRETARY

DEFINITION: This is a senior, executive level Legal Secretary assisting the head of a large and complex county department with major administrative and secretarial responsibilities including office management and supervision of secretarial support staff.

ESSENTIAL JOB DUTIES: Ensures professional, efficient, and timely work flow in day-to-day operation of county department; functions as personal secretary to department head; supervises, trains, and assigns secretarial support staff; maintains personnel and payroll files; reviews employee performance; prepares a wide variety of legal documents including complaints, appellate briefs, court orders, subpoenas, court calendars, and other legal instruments; receives, records, and deposits restitution payments, forfeitures, and reimbursement fees; prepares and monitors departmental budgets; oversees grant applications and day-to-day grant administration; orders supplies and equipment and ensures office maintenance; represents the department head with professional tact when dealing with public contacts, outside counsel, and other interdepartmental communications; compiles and assembles information for reports; maintains confidential files and records; opens, distributes mail and performs normal executive secretarial duties; reviews material for errors in grammar and English usage; monitors office training and related travel; maintains and monitors special fund for confidential criminal investigations and expenditures; performs related work as required to ensure necessary office functions are accomplished.

EMPLOYMENT STANDARDS

Education/Experience: Requires a high school graduate or equivalent with legal secretarial training; must have five years of experience as a legal secretary or equivalent class with a minimum of one year of supervisory experience.

Knowledge of: Standard court and legal office procedures, specific rules and precedents; legal research skills; various judicial levels and their jurisdictions; modern office methods and procedures; legal terminology, phraseology, documents, forms, and procedures; business English, including vocabulary, correct grammatical usage, and punctuation; general principles of managing legal clerical and secretarial functions; common office machines, including computers, and their operation; modern supervisory principles and practices.

Ability to: Perform difficult, responsible, and complex legal secretarial and clerical work requiring independent judgment with speed and accuracy; identify, use, and

correct a wide variety of legal forms, documents, and terminology; learn, interpret, and apply laws, rules, written and oral directions to specific situations requiring the use of judgment and minimal supervision; take responsibility for the compilation and organization of reports; compose correspondence on own initiative; make mathematical calculations with speed and accuracy; understand and carry out oral and written directions; recruit, train, and evaluate employee performance; supervise and motivate support staff; work cooperatively with those contacted in the course of work; maintain confidentiality; prepare budget, process and administer fiscal duties; administer departmental grants; use personal computer to accomplish duties; ability to stand, walk, climb and descend stairs, lift and carry up to 40 pounds; sit for prolonged periods of time using keyboard; telephone usage; normal hearing and vision.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the California Department of Motor Vehicles.