

CITY OF REDWOOD CITY LEGAL SECRETARY

DEFINITION

Performs a variety of highly specialized legal secretarial and clerical duties for the City Attorney and Assistant City Attorney; coordinates office activities and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

The City Attorney and the Assistant City Attorney provide direction.

Responsibilities may include direct or indirect supervision of clerical positions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Perform a wide variety of complex, responsible, and confidential duties for the City Attorney.
2. Prepare a variety of materials from written or oral instructions or transcription equipment including reports, spreadsheets, resolutions, ordinances, legal opinions, contracts, briefs, leases and agreements, etc.
3. Prepare and process correspondence, legal papers and documents requiring knowledge of legal format, terminology and procedures; index and direct the filing of legal documents.
4. Establish and maintain complex confidential files and record-keeping systems.
5. Process documents; maintain inventories and order supplies; maintain and update legal library and other manuals and resource materials; copy, collate and distribute information.
6. Provide information and assistance to the public, route inquiries, resolve complaints and interpret and explain policies and procedures, research applicable municipal code sections, and ensure the appropriate distribution and release of confidential or sensitive information.
7. Assist in departmental budget preparation and budget administration.

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8. Receive visitors, answer telephones; provide secretarial support to the professional legal staff; schedule appointments, maintain calendars, arrange and coordinate meetings and events, and prepare travel arrangements.
9. Perform arithmetic calculations, prepare cost estimates, coordinate departmental payroll and/or accounts payable and administer various departmental accounting functions.
10. Independently respond to letters and general correspondence of a routine nature.
11. Compile, organize, and assemble legal materials from files and other sources of information for use by the legal staff; prepare base documents and ordinances.

OTHER JOB RELATED DUTIES

1. Take and transcribe dictation from rough draft, shorthand notes, or transcribing machine recordings.
2. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Legal terminology and the forms and documents used in legal clerical work.

Legal procedures and practices involved in composing, processing and filing a variety of legal documents.

Standard legal references and their contents.

English language, grammar, spelling, and punctuation.

Modern office methods, procedures, and equipment and business letter writing and legal document formats and presentation.

Business letter writing and basic report preparation.

Organization, procedures, and operating details of a municipal government.

Principles and procedures of record keeping and reporting.

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Ability to:

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.

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

Work cooperatively with other departments, City officials, and outside agencies.

Read, interpret and apply laws, rules, policies and procedures.

Independently compose routine legal documents, correspondence and memorandums.

Compile and maintain complex and extensive records and files.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Deliver quality and timely customer service.

Read, interpret and apply laws, rules and directions.

Work independently in the absence of supervision.

Analyze situations carefully and adopt effective courses of action.

Operate and use modern office equipment including personal computers.

Skill to:

Operate modern office equipment including computer equipment.

Type accurately at a speed of not less than 60 words per minute.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

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Experience:

Five years of increasingly responsible legal secretarial and clerical experience with a municipality or similar organization or agency.

Training:

Equivalent to completion of the twelfth grade supplemented by college level courses or by specialized legal secretarial training.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment.

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**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. SDE
4. SDE
5. OWE
6. SDE
7. ODE
8. OAE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: October, 2001

Bargaining Group: Redwood City Management Employees' Association