

Summary of Duties : Performs specialized secretarial and clerical work in connection with legal matters; may act as secretary to a Chief Assistant City Attorney; or supervise a group of clerical employees engaged in legal secretarial and clerical work; and does related work.

Distinguishing Features : A Secretary Legal is responsible for preparing, upon minimal instructions from an assigned attorney or from information in other documents, and with only general direction as to form or organization, a variety of legal forms and documents, including agreements, contracts, court papers, resolutions and summarizations of cases. An employee of this class may act as secretary to a Chief Assistant City Attorney Water and Power, or may supervise a legal clerical staff. The class of Secretary Legal is distinguished from other clerical classes in that the former class must have specialized knowledges of terms, phraseology and clerical procedures of the legal profession. An employee of this class must be able to assume responsibility for making independent decisions in clerical matters of a legal nature.

Examples of Duties : Performs legal secretarial duties; takes and transcribes dictation in connection with legal matters; types from rough drafts, correspondence, reports, motions, briefs, petitions, orders, resolutions, ordinances, legal opinions, pleadings, stipulations, points and authorities, findings of facts and conclusions of law, jury instructions, interrogations of witnesses, affidavits, and other miscellaneous documents; checks citations from legal sources; independently writes routine correspondence; copies excerpts from case books;

Classifies, indexes, and files correspondence, legal opinions, and briefs; originates and sets up filing systems; keeps records current on cases being considered by attorneys; searches directories and records for addresses of debtors; reads daily papers and clips articles relating to department or City legal actions; requisitions law books, periodicals and other office supplies;

Gathers and furnishes appropriate telephonic and written information to and from attorneys, engineers, appraisers, experts, historians, and other departments, divisions, and personnel relative to City Attorney matters; personally handles all procedural matters relative to the clerical functions of the Municipal, Superior, District, and Appellate courts; assists in maintaining good public relations with attorneys, public organizations and agencies, witnesses, and the general public;

May supervise the work of secretarial and clerical employees serving a legal staff; instructs clerical employees on legal and clerical procedures and details; supervises the filing of pleadings in all courts, and the preparing of briefs for printing; prepares budget requests; approves requisitions; approves all bills for the unit;

advises Water and Power divisions about legal procedures;
independently writes and replies to letters on matters which do not
require an attorney's advice or review;

May serve as secretary to the Chief Assistant City Attorney; and may
occasionally be assigned to other duties for training purposes or to
meet technological changes or emergencies.

Qualifications: A good knowledge of correct punctuation, spelling,
and grammatical usage; a good knowledge of legal forms and other
essential data including legal terms and phraseology; a good knowledge
of legal services provided by governmental agencies; a good knowledge
of safety principles and practices; a working knowledge of filing
methods and office procedures; a working knowledge of public relations
procedures; a working knowledge of the laws and regulations related to
equal employment opportunity and affirmative action; a general
knowledge of legal and court procedures; a general knowledge of legal
sources to check citations; a general knowledge of City personnel
rules, policies and procedures; the ability to take dictation at the
speed of 80 words per minute; the ability to understand and follow
written and oral instructions; the ability to compose letters and
legal reports in accordance with instructions; and the ability to deal
tactfully and effectively with other employees and the public.

One year of full-time legal stenographic experience is required.

Physical Requirements: Strength to perform average lifting of less
than 5 pounds and occasionally over 15 pounds; good speaking and
hearing ability.

Persons with medical limitations may, with reasonable accommodations,
be capable of performing the duties of some of the positions in this
class. Such determination must be made on an individual basis in
light of the person's limitations, the requirements of the position,
and the appointing authority's ability to effect reasonable
accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5
and Section 4.55 of the Administrative Code, this
specification is descriptive, explanatory and not
restrictive. It is not intended to declare what
all of the duties and responsibilities of any
position shall be.