

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LEGAL SECRETARY I – 1379

DEFINITION:

Under direction, to perform the less difficult legal secretarial duties for one or more Deputy City Attorneys; to compose and prepare a variety of legal documents; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Composes and types transmittal memoranda, letters, and a variety of legal documents such as notices and orders based on knowledge of the case, legal procedures, and/or extracting data from support documents;
- Prepares and processes a wide variety of legal documents such as complaints, answers to complaints, points and authorities, discovery requests and responses, interrogatories, briefs, summons, writs, orders, subpoenas, ordinances, resolutions, contracts, agreements, and reports to Council and committees;
- Assists with preparation of case settlements and ordinances;
- Assists with scheduling and arranging depositions;
- Maintains calendars, schedules, and prioritizes a complex number of events in accordance with specific rules and procedures mandated by the courts and the City Attorney's Office;
- Reviews issues surrounding a less complex case assigned to an attorney and gathers substantiating documents, references, and background information;
- Schedules and arranges depositions, meetings, and travel plans;
- Maintains confidentiality of legal documents and communication;
- Establishes and maintains case files and ensures files, records, and indexes are regularly updated;
- Transcribes legal dictation from digital recorders or attorney notes;
- Operates computer to produce legal documents;
- Prepares case settlements, requisitions, and requests for payment;
- Ensures proper service of documents and court filings are performed to meet legal deadlines.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a legal secretarial program from a recognized community or business college, **AND** two years of full-time clerical support experience, which must include

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

one year of experience performing legal clerical support in a private law firm, corporate legal office, or public entity legal office; **OR** three years of full-time clerical support experience, which must include one year of experience performing legal clerical support in a private law firm, corporate legal office, or public entity legal office.