

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### PRINCIPAL LEGAL SECRETARY - 1404

##### **DEFINITION:**

Under direction, to plan, direct, and coordinate, through subordinate Senior Legal Secretaries, the day-to-day management and supervision of the legal clerical support staff work units of the City Attorney's Office; to make recommendations on legal secretary assignments; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Supervises the work of a large staff, through subordinate supervisors, in one or more major clerical activities; and monitors workload distributions and other administrative duties, as assigned;
- Develops practices, procedures, and policies to increase work effectiveness;
- Makes recommendations to the Assistant City Attorney on attorney-legal secretary assignments, and solves problems related to those assignments;
- Processes and tracks all of the Office's legal documents for media releases for update to the City Attorney webpage;
- Updates the Civil Division's legal forms; prepares the yearly bound City Attorney Opinion Book and other internal documents;
- Handles communications on legal matters that are sensitive and confidential;
- Acts as a liaison to City departments to provide answers to routine legal procedural questions and to research the more complex questions, and provides research information to attorneys;
- Acts as a liaison by receiving and tracking City Clerk route slips; reviews and researches slips for delegation to appropriate attorney;
- Attends departmental meetings to discuss organizational and procedural problems and their solutions;
- Selects, trains, and evaluates subordinates work performance;
- Resolves personnel and disciplinary problems.

##### **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>.

One year of full-time experience as a Senior Legal Secretary with the City of San Diego; **OR** four years of full-time experience as a Legal Secretary in a law firm, corporate legal office, or public entity legal office, which must include one year of experience performing supervisory

- \* **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.

responsibilities equivalent to the City of San Diego classification of Senior Legal Secretary. Qualifying experience must include supervision of legal support staff and the full range of supervisory duties including employee selection, training, evaluation, commendations, and discipline.