

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**LEGAL SECRETARY II - 1577**

NOTE: Formerly LEGAL SECRETARY

**DEFINITION:**

Under direction, to perform the full range of legal secretarial duties for one or more Deputy City Attorneys; to compose and prepare a variety of complex 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, interrogatories, briefs, summonses, writs, orders, subpoenas, ordinances, resolutions, contracts, agreements, minutes from closed session meetings and reports to Council and committees;
- 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;
- Assists with preparation of case settlements and ordinances;
- Reviews issues surrounding a less complex case assigned to an attorney and gathers substantiating documents, references and background information;
- Verifies legal references with reference books, governmental codes and "state reporters" to ensure that citations are accurate;
- Schedules and arranges depositions, meetings and travel plans;
- Responds to inquiries concerning the progress of legal actions;
- Maintains confidentiality of legal documents and communication;
- Establishes and maintains case files and ensures files are regularly updated;
- Transcribes legal dictation from digital recorders or attorney notes;
- Operates computer to produce legal documents;
- Prepares requisitions and requests for payment;
- Delivers personal service of documents and court filings as required 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 Announcement for updated minimum qualifications.

Three years of full-time experience performing clerical support in a private law firm, corporate legal office, or public entity legal office, which must include one year of experience performing the full range of legal secretarial duties involving the preparation of pleadings, briefs, discovery requests, and other legal correspondence. Ability to type a minimum corrected speed of 50 net words per minute. Completion of a legal secretarial curriculum from a recognized community or business college may be substituted for one year of the required legal clerical support experience, but cannot be used to satisfy the one year of the required legal secretary experience.

- \* **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.