

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, and reports to Council and committees;
- Schedules and priorities a wide variety of events in accordance with specific rules and procedures mandated by the courts, City Clerk's Office, and City Attorney's Office;
- 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 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 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 case settlements, requisitions, and requests for payment;
- Delivers 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

- * **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.

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 experience performing legal 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. Qualifying legal secretarial duties must include the preparation of pleadings, briefs, discovery requests, and other legal correspondence; **OR** three years of full-time experience performing legal 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. Qualifying legal secretarial duties must include the preparation of pleadings, briefs, discovery requests, and other legal correspondence.