

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; responsible for making 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; monitors work load distributions; other administrative duties as assigned;
- Develops practices, procedures, and policies to increase work effectiveness;
- Responsible for making recommendation to the Assistant City Attorney on attorney-legal secretary assignments; 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 Web Page;
- 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 provide 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 Announcement for updated minimum qualifications.

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 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.

- * **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.