

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR LEGAL SECRETARY

DEFINITION:

Under direction, to train, supervise, and review the work of subordinate Legal Secretaries and other clerical personnel within a work unit; to perform the full range of duties of a Legal Secretary; to act as liaison between the City Attorney's Office and court personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Trains new subordinates;
- Develops and conducts on-going training programs to keep subordinates apprised of changes in court procedures, forms and requirements;
- Reviews and revises work procedures;
- Reviews the work of subordinates for timeliness and conformance to prescribed legal requirements;
- Coordinates and resolves workload problems;
- Participates in the selection of new employees;
- Evaluates the work performance of subordinates and initiates disciplinary action as required;
- Takes and transcribes legal dictation from dictating equipment or shorthand notes;
- Prepares and processes a wide variety of complex legal documents, such as complaints, points and authorities, interrogatories, briefs, writs, orders, demurrers, decisions, opinions, resolutions, ordinances, contracts, agreements and memoranda of law;
- Regularly updates data bases, ensuring accuracy and completeness of documents ready for permanent storage;
- Compiles supporting information and substantiating documents as directed;
- Compares legal references with reference books, governmental codes and state reporters to ensure that citations are accurate;
- Sets up and maintains files, records and indexes;
- Maintains control files of matters in progress to monitor/expedite their timely processing and completion;
- Composes correspondence;
- Operates word processing equipment to produce legal documents;
- Acts as liaison with court personnel to resolve 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.

Two years of experience as a Legal Secretary with the City of San Diego.

- * **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.