

Legal Secretary

Definition:

Under supervision, to perform a variety of legal support activities, which may include preparing legal documents; providing clerical assistance to attorneys; screening phone calls; transcribing letters; and, ensuring documents are filed in a timely fashion.

Distinguishing Characteristics

This is the first level of a two-level legal secretary series. The Legal Secretary is distinguished from the Senior Legal Secretary which has full supervisory responsibilities.

Essential Functions:

- Prepares and files a variety of legal documents with the court, which may include information, briefs, motions, indictments, complaints, and other related documents.
- Provides administrative support to assigned attorney(s), which includes answering phones, operating a variety of office machines, proofreading a variety of written documents, performing mail duties.
- Responds to requests for information and inquiries from the public, law enforcement agencies, attorneys, and/or other interested parties.
- Retrieves legal documents from courts; requests certified copies of legal documents from appropriate divisions; requests transcripts from court reports and court transcribers.
- Enters and maintains a variety of court calendar information; contacts courts to schedule case dates; prints and disseminates court calendars.
- Composes legal and form letters and memos from rough drafts, oral instructions, or dictated notes.
- Updates and maintains case status logs; files and retrieves case information; coordinates the destruction of case records.
- Transcribes case related information from digital media sources.
- Performs notary functions for testimonies, affidavits, and petitions.
- Performs other related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, and one year of legal secretary training.

OR

Three years of clerical experience in a social service, criminal justice or legal setting.

OR

An equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Qualifying related work experience may include preparation of motions, subpoenas, discoveries, or calendaring.

Additional Requirements:

Some positions may require:

- Possession and maintenance of a California Notary Public Commission

Knowledge of: legal terminology; customer service principles; court procedures; calendaring practices; standard office equipment; legal office procedures; filing principles.

Skill in: using computers and related software applications; preparing legal documents; providing customer services; filing; transcribing from tapes; maintaining court calendars; operating standard office equipment; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental:

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.