

EL DORADO IRRIGATION DISTRICT
Classification Specification

CLASS TITLE: Legal Secretary

DEFINITION

Under the general supervision of an attorney, performs varied and responsible and confidential legal secretarial duties; prepares a variety of legal documents, correspondence, and reports; and provides administrative support to the Office of the General Counsel.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of duties as assigned including providing technical legal and administrative support to the Office of the General Counsel. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the General Counsel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Performs administrative support functions for the Office of General Counsel staff, including but not limited to, preparing and transmitting correspondence, receiving or obtaining relevant documents and information, and assisting with discrete Office of General Counsel projects.

Assists with preparation of and processes a variety of legal documents, including but not limited to, pleadings, contracts, correspondence, memoranda, and reports, from oral instruction, notes, brief instructions, dictated tapes or printed materials.

Files or arranges for the filing of legal briefs and other necessary paperwork with the court or administrative agencies.

Dockets and schedules court dates, meetings and appointments.

Provides technical assistance and administrative support for right-of-way and real estate services.

Organizes and maintains law library and coordinates legal research software subscriptions.

Organizes and maintains chronological and other legal files, including hard-copy and electronic filing systems.

Receives, logs, and responds to requests for records made pursuant to the California Public Records Act.

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Provides Notary service to District personnel as needed.

Researches, reviews, retrieves and maintains confidential data or information from varying sources or systems.

Receives and screens visitors and telephone calls, providing information regarding the particular area of assignment, which may require the use of judgment and interpretation of policies and procedures or taking messages or referring the caller.

Reviews and processes the District's property taxes; researches issues with County Treasurer's Office; processes District's water right payments.

Coordinates customer billing issues related to bankruptcies; coordinates with attorneys and notifies court.

Abstracts information from various sources, reviews and considers proper legal form; inputs drafts, proofreads, and finalizes a wide variety of finished documents, including both general and legal-related correspondence and documents.

Drafts staff reports and presentations for Board agenda items submitted by the Office of the General Counsel.

Relieves legal staff of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities, and scheduling and arranging for meetings.

Performs varied administrative and clerical tasks including copying, scanning, and data entry.

Coordinates District-wide training and seminars.

Processes Administrative Regulations; posts Administrative Regulations to website; notifies department managers of newly adopted Administrative Regulations; maintains manual of Board Policies and Administrative Regulations.

Recommends organizational or procedural changes affecting support activities.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

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QUALIFICATIONS

Knowledge of:

Principles and practices of legal secretarial duties. Advanced English usage, spelling, grammar and punctuation. Modern office procedures, methods and computer equipment. Alphabetic and numeric filing system management. Business correspondence writing and report preparation. Budgeting and fiscal control procedures and techniques. Functions and organization of municipal government. Principles and procedures of record keeping. Principles and practices of customer service. General familiarity with State and Federal Trial Court practices.

Skill/Ability to:

Provide effective legal secretarial and administrative support. Prepare legal documents, including pleadings, motions, and discovery documents. Interpret and apply administrative and District policies and procedures. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities. Analyze situations carefully and adopt effective courses of action. Compile and maintain complex and extensive reports and prepare routine reports. Organize and maintain filing systems and records. Maintain confidential data and information for executive staff. Independently prepare correspondence and memorandums. Work independently in the absence of supervision. Operate and use modern office equipment including a computer. Type and transcribe at a speed necessary for successful job performance. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Ability to maintain predictable and reliable attendance. Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff. On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 20 pounds or less.

Experience and/or Education:

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of directly relevant legal secretary experience working under the supervision of an attorney; or three years of secretarial experience, at least one year of which has been in a legal environment.

Education:

A high school diploma or equivalent and two years post-secondary education.

SPECIAL QUALIFICATIONS

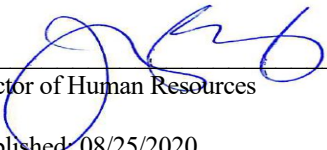
License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

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Possession of, or ability to obtain and maintain, a valid Accredited Legal Professional (ALP) certification within twelve months of appointment such as provided by the Association for Legal Professions (NALS) or similar institution.

Secure appointment from the California Secretary of State as a Notary Public within six months of appointment.

 _____ Director of Human Resources	<u>08/25/2020</u> Date
Established: 08/25/2020	
Revised:	
FLSA: Non-Exempt	
Unit: Non-Safety	