



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: LEGAL SECRETARY

DEFINITION: Under supervision, performs specialized stenographic, clerical and secretarial duties in support of the City's legal staff.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - performs the routine duties of the class primarily related to trial actions.

Grade Level II - performs the more difficult work of the class, primarily related to appellate court pleadings.

EXAMPLES OF DUTIES:

- Serves as confidential secretary to one or more members of the City's legal staff;
- Takes rapid shorthand dictation including non-verbatim dictation of complex legal matters and accurately transcribes, edits and proofs same within limited time constraints;
- Prepares a wide variety of legal documents required by court filings and proceedings and other legal actions involving the City;
- Establishes and maintains a variety of legal files on cases, claims and other legal matters in accordance with prescribed procedures;
- Computes and maintains pay information and dispurses Worker's Compensation funds to approved claimants;
- Prepares direct payment requests for the payment of medical and hospital bills;
- May code information from source document for entry into data processing system;
- May operate technical office equipment such as: microfilm readers, microfilm printers, computer terminals, computer printers and modems;
- Inputs payroll/personnel data into computer;
- Composes and types routine correspondence;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Education and training equivalent to graduation from high school;

At least two semesters of instruction in legal procedures in a recognized college or business school or one year's experience as a secretary in a legal operation that provided knowledge of legal procedures;

The skill to type 90 words per minute and takes shorthand dictation at 120 words per minute;

LEGAL SECRETARY (continued)

Grade level II and Senior Legal Secretary positions required detailed knowledge of the operations of the City Attorney's or City Prosecutor's office and court rules, practices and procedures.

HISTORY:

Revised from Classification Specification dated 08/18/76.

Approval/Adoption Dates: 01/14/83 - Human Resources Department