



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

LEGAL SECRETARY

Office: Multiple
Status: Non-Exempt – General Unit
Grade: 6

ORGANIZATIONAL RELATIONSHIPS

Reports to: Senior Administrative Supervisor
Supervises: None

DEFINITION

Under general direction, the Legal Secretary (LS) performs complex and specialized legal secretarial duties related to the specific work and function of the office to which this position is assigned. Relieves staff members to whom she/he may be reporting or assigned of clerical duties and other office procedures.

MAJOR DUTIES & RESPONSIBILITIES

1. The LS types and assembles, in final form, legal pleadings for filing in all state, federal or State Bar courts from dictation or draft notes, ensuring that litigation deadlines are met. Interprets local court rule for requisite format and number of duplications of pleadings. Check legal citations, oversees the production of legal documents and distributes documents to the appropriate court and in-house personnel.
2. The LS types, proofreads and assembles other legal documents, including but not limited to, pleadings, contracts, legal memoranda, letter opinions, proposals and/or other documents unique to the department, office or unit to which assigned.
3. The LS hand drafts notes, and local instructions, produces a variety of correspondence, reports, memoranda, and other documents unique to the department, Office or unit to which the position is assigned.
4. The LS assumes responsibility for secretarial assistance, including, but not limited to, reviewing and routing incoming correspondence, law journals, advance sheets and other legal materials, calendaring court appearances, making appointments, creating and maintaining legal files and indices, screening and routing telephone calls, receiving and directing visitors, making reservations for meetings, travel and lodging.
5. The LS assists the staff member(s) to whom assigned in the preparation for committee or other meetings, including, but not limited to, the preparation and distribution of notices, agendas and materials, and minutes of committee action.
6. The LS may guide the work of other secretaries and support staff. Such direction occurs primarily when functioning as the lead secretary in the production of an extensive report or pleading.

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7. The LS may perform other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Principles of effective writing and verbal presentation.
2. Computer information systems, including personal computer applications and word processing.
3. Centralized information and data record keeping systems.
4. Principles of complex and specialized legal secretarial support, relating to the legal specialization or activity of the Office assigned.
5. Transcription and accomplished legal writing skills.
6. Demonstrated experience of independent judgment and initiative.
7. The basic rules of vocabulary, grammar, spelling and punctuation, as specified in Webster's New Collegiate Dictionary.
8. Business math for completing nontechnical calculations such as addition, subtraction, multiplication and devise.
9. Principles of library and legal research.

ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communications.
2. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
3. Communicate by telephone
4. Review and analyze complex written documents.
5. Make fine visual discretion upon proofreading written documents and viewing information on a computer screen.
6. Communicate clearly and effectively in person and in writing.
7. Take transcription manually or via transcription equipment.
8. Endure long periods of sitting.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent and
2. Minimum two (2) years post-secondary education and
3. Minimum two (2) years directly relevant legal secretarial experience or two (2) years secretarial experience, at least one year of which has been in a legal environment or
4. Minimum four (4) years directly relevant legal secretarial experience including equivalent work experience in a position which requires performance of tasks similar to the major duties and responsibilities of the position and
5. Accomplished computer keyboarding skills and
6. Successful completion of the State Bar validated standard tests for the position.