

SENIOR LEGAL SECRETARY

DEFINITION

Performs specialized secretarial and clerical duties for the Office of the General Counsel, assists staff attorneys by performing higher-level legal secretarial tasks, and serves as the office clerical supervisor.

TYPICAL DUTIES

Assists in the preparation of correspondence, legal opinions, presentations, articles for publication, drafts of legislation, and legal documents concerning District business.

Assists administrators and other authorized personnel in the use of legal reference material.

Researches appropriate private or governmental sources to secure information required in litigation.

Performs and/or supervises the performance of the following duties:

- Maintains files related to potential litigation.

- Sets appointments and conferences for attorneys, paralegals, and other staff members.

- Indexes and cross-indexes complex sets of subject files.

- Responds to questions from the general public, parents, students, officials, and employees of the District, and representatives of other governmental agencies regarding the functions and procedures of the office and other matters.

- Prepares legal documents and files litigation documents in appropriate courts, including authorizing requests for preparation of warrants for necessary filing fees.

- Indexes, files, locates, and researches correspondence, legal opinions, and court decisions as requested.

- Receives, opens, processes, and routes office mail.

- Reviews the Daily Journal and other legal newspapers and journals for Court Calendar listings of current litigation with which the office is involved and flagging articles for photocopying and filing in office and/or litigation files.

- May assist in maintaining the office library of legal publications, legal subject files, and confidential files.

Coordinates work flow when paralegals and attorneys require additional assistance.

Assists in the maintenance of dockets and calendars to show the status of pending litigation and requests for legal opinions, and reminds paralegals and staff attorneys of deadlines for preparing litigation documents and opinions.

Assists in the preparation of the budget for the Office of the General Counsel.

May assign and coordinate all general office duties, including payroll reporting, mileage reporting, supply requisitioning, telephone and reception coverage, and reproduction and distribution of correspondence and legal opinions to lower level support staff.

May prepare an annual report for contract auditors.

May attend meetings, take notes, and summarize information obtained.

May read, make subject listings of, and report on progress of legislation during State Legislative sessions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Legal Secretary serves as an office supervisor in the Office of the General Counsel and performs higher-level legal secretarial tasks.

A Legal Secretary performs specialized and extremely confidential secretarial and related duties for a staff attorneys and other staff members.

A Senior Secretary provides secretarial services for an administrator, provides work direction, and is responsible for the clerical functions in one of the higher administrative offices.

SUPERVISION

General supervision is received from the General Counsel, Deputy General Counsel, an Associate General Counsel II or I, or an Assistant General Counsel II. General supervision is exercised over office functions of Legal Secretaries and other lower-level clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Legal terminology
- Office methods, practices, and procedures
- Correct punctuation, spelling, and grammar
- Records and files organization and use
- Rules, regulations, policies, procedures, organization, and functions of the Los Angeles Unified School District
- Rules of Court and code of Civil Procedure with respect to preparing, filing, and serving litigation documents
- Microsoft Windows Operating Systems and Office Suite programs

Ability to:

- Use legal terminology and procedures and prepare legal documents
- Learn about the various legal services provided by governmental jurisdictions and private agencies
- Organize and set up legal-opinion and subject files and a library of legal publications
- Locate and identify legal opinions, court decisions, and legislation as required
- Read and comprehend legal publications and legislative measures
- Preserve the confidentiality of office matters
- Prepare spreadsheets, PowerPoint presentations, and electronically generated graphics and slides
- Work harmoniously with employees of the District, members of the general public, students, parents, and representatives of other governmental jurisdictions
- Operate a computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Completion of a certification in legal secretarial science or related field; or certification as a paralegal from a program, preferably approved by the American Bar Association; or an associate's degree in legal secretarial science or a related field from a recognized college or university.

Experience:

Three years of experience that includes assisting attorneys in preparing and compiling legal and litigation forms, pleadings, discovery, and other documents, using legal template software, and screening and routing calls.

SPECIAL NOTE

Must be able to work flexible hours including evenings and weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK