

## LEGAL SECRETARY

### DEFINITION

Performs secretarial and clerical duties for attorneys and prepares a variety of legal documents.

### TYPICAL DUTIES

Assists in the preparation of correspondence, legal opinions, and other legal documents.

Assists in composing and typing routine memoranda for signature by an attorney.

Files, indexes, cross-indexes, and locates correspondence, legal opinions, court decisions, and other legal documents as requested.

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.

Receives and screens telephone calls for staff attorneys, paralegals, and other staff members.

Arranges appointments and conferences for attorneys, paralegals, and other staff members.

Receives, opens, processes, and routes office mail.

Assists in maintaining dockets and calendars showing the status of pending litigation, requests for legal opinions, and other matters, and through e-mail, reminding the staff attorneys, paralegals, and other staff members of deadlines for preparing litigation documents, opinions, and other such documents.

Prepares requests for warrants for filing fees.

Photocopies and makes arrangements for filing litigation documents in appropriate courts and for obtaining court transcripts.

Assists in maintaining the office library of legal publications, legal subject files, and confidential files.

Assists with miscellaneous office functions, such as ordering supplies, equipment, and legal publications, and arranging for the reproduction and distribution of correspondence and legal opinions.

May prepare necessary travel and reimbursement documents for attorneys, paralegals, and other staff members.

May take minutes at meetings as necessary and prepare transcripts of the meetings.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

A Paralegal assists staff attorneys in legal research, draft reports and pleadings, and performs specialized and confidential support duties.

### 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 received from a Senior Legal Secretary.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal terminology and formats
- Office methods, practices, and procedures
- 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 the 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, prepare legal documents, and follow legal procedures
- Act effectively and exercise judgment in tense or stressful situations
- Learn the various legal services provided by governmental jurisdictions and private agencies
- Organize, set up, and use legal opinions and subject files and a library of legal publications
- Read and comprehend legal newspapers, legislative measures, and civil rules
- 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 an associate's degree in Legal Secretarial Science, certification in Legal Secretarial Science, or certification as a paralegal from a program approved by the American Bar Association.

### Experience:

Two 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  
03-13-17  
JPK