

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

LEGAL SECRETARY

DEFINITION

Under general supervision, to take and transcribe shorthand and machine dictation; to do general and legal typing and perform a variety of responsible clerical and stenographic work; and to do related work as required.

EXAMPLES OF DUTIES

Takes shorthand notes and accurately transcribes dictation of letters, memoranda, notices, records, reports and other materials which would include legal and technical terminology; transcribes dictating machine records; records and cross indexes a variety of documents; types letters, notices, specifications, contracts; prepares time sheets, bills, requisitions, technical and general reports and forms, and other documents; proofreads departmental clerical work products for accuracy and neatness; operates business machines such as copier, computer, adding machine; composes letters from marginal notes and oral and written instructions; may personally compose letters in connection with routine departmental procedures or policies; gives non-legal information over the counter or by telephone in answer to inquiries; interviews and secures information for office visitors; makes appointments and introduces visitors; screens and routes incoming mail, and assembles files and other material to facilitate reply by supervisor; takes and refers telephone calls; verifies and tabulates statistical and financial data and compiles into established report forms; makes arithmetical calculations; assists in preparing departmental budget estimates. Handles confidential information with discretion and good judgment; occasionally, as required, takes and transcribes minutes at office meetings; is responsible for maintaining and/or coordinating running balances of departmental budget expenses and makes comparison with computer reports.

MINIMUM QUALIFICATIONS

Knowledge of: Basic legal procedures and legal documents, modern office methods, equipment and procedures; correct English usage, spelling, grammar, punctuation and vocabulary, basic mathematics; alternative types of filing systems; proper business letter and report writing format; general bookkeeping methods (not accounting); and word processing.

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Ability to: Compose correspondence and routine legal documents from oral or written instructions; compile and prepare records and reports; learn and interpret rules, regulations, laws and ordinances affecting the work of the department where work is performed; make arithmetical calculations; type at a rate of 50 words a minute from clear copy; take dictation at a speed of 90 words a minute and accurately transcribe it; perform work processing on a computer terminal; follow written and oral instructions; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Two years of experience in stenographic and clerical work, one year of which should be of a legal nature.

Education: Graduation from high school or equivalent. (Additional qualifying experience may be substituted for the required education on a year-for-year basis, to a maximum of two years.)

R: 02/07