

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: LEGAL SECRETARY**  
**DEPARTMENT: CITY SOLICITOR'S OFFICE**  
**REPORTS TO: CITY PROSECUTOR**

**JOB CODE: 6040**  
**DATE: 2/08**

**JOB SUMMARY:**

Types letters and legal documents, organizes and controls legal and administrative files, prepares and distributes court calendars, and performs other clerical and administrative duties to ensure the efficient operation of the department. Processes confidential material.

**ESSENTIAL JOB FUNCTIONS:**

Answers phone, takes messages, screens calls, provides information to callers, and directs calls and messages to appropriate person.

Communicates closely with defendant attorneys, courts, and record repositories to obtain and provide information.

Maintains police officer vacation log; cross references with court schedule.

Composes and types legal documents, including briefs, motions, subpoenas, complaints, revocations, accusations, contempt, diversions, affidavits, and transport orders.

Organizes, creates, and maintains legal files and filing system; updates computer database; maintains a working knowledge of all staff filing systems.

Receives, opens, logs, and distributes incoming correspondence.

Generates subpoenas and mails them or arranges for them to be hand delivered.

Provides discovery material to attorneys; reviews files and ensures that all pertinent material has been requested and retrieved; provides additional discovery as needed.

Schedules appointments, court appearances, meetings, or reservations at the request of staff.

Prepare payroll data for department.

Explains the function of witnesses/victims with regard to testimony in trial cases; reviews police reports and complaints.

Orders office materials.

Types letters, memos, charts, reports, or other correspondence, including confidential material.

Takes and transcribes dictation.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer	Copier	Calculator
Fax machine	Typewriter	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and,

Two years of progressively responsible experience, preferably in a law related environment; or

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Licensed as a Justice of the Peace.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

General office procedures, policies, and practices, as well as basic knowledge of computer/VDT and other general office equipment.

Criminal justice system, including police, probation, and prosecution structures.

Legal terminology and the judicial system.

Legal office and court procedures.

Record keeping, report preparation, filing methods, and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

The appropriate labeling and maintenance of legal files.

Computer applications related to the work.

**Skill in:**

Typing and operation of computer keyboard in order to enter and retrieve data.

Typing at a minimum rate of 65 words per minute.

Taking and transcribing shorthand.

Communicating clearly and effectively, orally and in writing.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation, and spelling.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

**Mental and Physical Abilities to:**

Speak with a clear, well-modulated voice.

Work under pressure and meet deadlines.

Think clearly and logically.

Maintain a high degree of accuracy.

Performs duties while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking.

Occasionally lift light objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

**Working Conditions:**

The work is performed in an office.