

## CLASS SPECIFICATION



**CLASS TITLE:** Legal Services Specialist  
**ALLOCATION:** County-wide  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** YCEA / Non-Represented

**ESTABLISHED:** July 2019  
**REVISED:** July 2022

---

### **JOB SUMMARY:**

Under general supervision, the incumbent performs varied and specialized confidential legal support duties, requiring thorough knowledge of the assigned department, division, or program, its procedures, and operational details; provides administrative support to legal staff; assists with calendaring and scheduling; composes and prepares correspondence using judgment in content and style; performs skilled word processing, data entry and organization, recordkeeping, statistical and technical report preparation, and filing; prepares legal documents; assists in case coordination and filing of documents in a timely manner; and performs related duties as assigned.

### **CLASS CHARACTERISTICS:**

This is a journey-level classification that independently performs the full range of duties as assigned and exercises judgment and initiative. General procedures and guidelines are normally established by the supervisor or the attorney to which assigned. Responsibilities include regular contact with County staff and outside agencies in situations where tact and discretion are important. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This position reports to a Supervisor or Manager within the assigned Department. This class is distinguished from the Legal Services Supervisor in that that latter has day-to-day supervision responsibilities for a division unit.

### **EXAMPLES OF DUTIES:**

#### **Typical:**

- Perform legal and administrative support duties related to the assigned functional area and department.
- Draft decrees, orders, judgments, motions, pleadings, subpoenas, contracts, briefs, ordinances, and other legal documents, correspondence, memoranda and reports, depending upon the office to which assigned, from notes, brief instruction, dictated tapes or printed materials.
- Verify, code, edit, enter, file and retrieve legal data and prepare reports using a computer system following established format.
- Verify, code, calendar and schedule court dates, meetings, and appointments for attorneys; file or arrange for the filing of documents, legal briefs and other necessary paperwork with the court.
- Process a variety of legal agreements, contracts, etc., following attorney's instructions.
- Initiate specified correspondence such as transmittal letters for signature by appropriate staff; review finished materials and case files for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Collect and compile information and data from a variety of sources pertinent to area of assignment; prepare routine reports as required.
- Type, proofread, and draft a wide variety of documents, including both general and legal-related correspondence and documents; input or retrieve data, and prepare reports.
- Coordinate the timely processing of documents; serve legal documents as necessary.
- Receive and screen visitors and telephone calls, including those of a highly confidential and sensitive nature, providing information which may require the use of judgment and interpretation of policies and procedures or taking messages or referring the caller to the proper attorney; respond to complaints and requests for information.
- Relieve attorneys of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities, and scheduling and arranging for meetings.
- Under the direction of an attorney gathers information regarding laws, ordinances, regulations, court decisions and similar materials related to assigned support area; prepares summaries of research results.
- Attend meetings to take summary notes.

- Perform other clerical support work as required, which may include, but is not limited to, copying documents, filing/retrieving files, organizing and maintaining files, purging files, processing mail, faxing information, collating documents, maintaining lists and logs, scanning/imaging/indexing documents, opening and distributing mail, processing outgoing mail, ordering and maintaining inventory of supplies and forms, etc.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Legal office terminology, processes, procedures, and the format for legal documents.
- Statutory time limits for the processing filing of civil documents.
- Office administrative and secretarial practices and procedures, including filing and business letter writing.
- Court procedures and requirements.
- Operating procedures of a legal office.
- Recordkeeping, report preparation, and filing methods.
- Business arithmetic, including percentages and decimals.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Skill in:**

- Drafting simple legal documents.
- Composing correspondence independently.
- Researching office files and preparing reports, correspondence and other written materials.
- Organizing and maintaining accurate records and files.
- Reading and understanding legal and court documents and extracting relevant information.

### **Ability:**

- Draft a variety of legal documents from stenographic notes, brief instructions, or printed information.
- Provide varied and responsible secretarial and office administrative assistance to one or more attorneys and/or associated staff.
- Type accurately at speeds necessary for successful job performance.
- Perform routine mathematical calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly, accurately and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard

office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Licensing and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; may be required to maintain license throughout employment at the discretion of the Appointing Authority.
- Typing Certificate: Min: Net 40 wpm. Typing Certificate must indicate result from a five (5) minute test of at least the minimum net wpm required.

**Special Requirements:**

- Successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**Minimum:** Equivalent to graduation from high school and three (3) years of increasingly responsible clerical work, with some experience providing office support in a legal office or court setting.

**Preferred:** Completion of at least two years of college (60 semester units) in a related field and at least two (2) years of experience as a legal secretary or providing office support in a legal office or court setting.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

County Approval:  
Date:

Signature:

\_\_\_\_\_

Human Resources Approval:  
Date:

Signature:

\_\_\_\_\_

EEOC: F  
WC: 8810

Established: July 2019  
Revised: July 2022