



## Legal Secretary

Department/Division:	Management Services/City Attorney
Reports To:	Special Counsel and City Manager
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Exempt
Employment Exemption Status:	At-Will
Date Prepared:	October 10, 2014
City Council Resolution #	

### GENERAL PURPOSE

Under general supervision, performs a variety of technical and legal support duties and basic research tasks; organizes and maintains legal records in accordance with statutes and confidentiality standards; and performs other related duties as assigned.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Prepares, reviews, and files legal documents and papers such as summons and complaints, answers, demurrers, motions, and oppositions with State and federal courts; prepares and files appeals, administrative records and briefs with appellate courts and State Supreme Court and the U.S. Supreme Court.
2. Receives and reviews claims for damages, prepares memorandums and submits to City departments, Risk Manager and third party Claims Administrator; organizes and maintains related claims files and documentation.
3. Maintains and updates legal calendar by coordinating and scheduling meetings and notifying parties of court dates and settlement conferences; records actions.
4. Prepares criminal complaints for filing, drafts transmittal memorandums, and writes monthly prosecution activity reports, including case disposition and the status of court fines collections.
5. Receives, proofs, and formats all City ordinances, resolutions, and contracts to be reviewed, finalized, and approved by the City Manager and/or City Attorney.

## **ESSENTIAL FUNCTIONS (continued)**

6. Receives, places, and directs calls to the City Attorney, prosecutor, staff, residents, and appropriate parties and explains policies and procedures not required to be handled by the City Attorney.
7. Receives, reviews, and refers City agreements and contracts to City Attorney with staff on any possible revisions and/or amendments, and incorporates final changes for approval.
8. Receives and administers subpoenas received from the City Clerk's Office and requiring the coordination and submittal of legal documents.
9. Receives and remits invoices from contract employees and vendors and prepares request for payment forms for review and signature prior to submitting to City Manager.
10. Receives and reviews barking dog petitions, coordinates with Animal Control Department regarding notices of compliance, and maintains files; refers matters to City Attorney for review or refers parties to designated mediator. Prepares correspondence and/or emails regarding mediation procedures, office conferences, or Court hearings.
11. Creates, organizes, and maintains transactional files, transmittal forms, and logs for City department legal actions, including off-site storage records.
12. Notarizes City-related documents, encroachment permit agreements, clearance letters, notice of completions, and certificates of compliance for various City departments.
13. Reviews, analyzes and prepares itemized line item budget detail for controllable costs and forwards to City Attorney to review; assists in preparation and editing of final versions of budget narrative.
14. Assists in preparing staff reports and month-end financial reports to City Council, including the compilation, collation, and copying of exhibits and posting of notices on the City's web site.
15. Organizes and monitors reference materials to ensure law library is properly maintained with current resources.
16. Reviews month-end financial reports for department, reviews department's financial minor program summary in order to track monthly invoices of vendors and contractors.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Applications of laws, codes, Court rulings, and procedures to the City's legal records; legal research methods; English grammar, spelling, punctuation, and composition; administrative and clerical procedures and systems; principles and practices of sound business communications; customer service techniques.

### **Ability to:**

Operate modern office equipment and computer hardware; operate word processing, spreadsheet, and legal resources software; type at the net rate of 50 words per minute or higher; read, interpret, and explain requirements associated with legal proceedings and the filing of Court documents; organize and retrieve legal documents in an efficient manner; follow oral and written directions; establish and maintain effective working relationships with staff, vendors, contractors, consultants, Court officials, legal representatives and public; communicate effectively both orally and in writing; organize tasks and complete assignments in a timely and accurate manner; maintain confidentiality of privileged information.

### **Education/Training/Experience:**

Associate of Arts degree from an accredited college is required. Training or designation as a Certified Legal Assistant through the National Association of Legal Assistants or similar organization, is highly desirable. Three or more years of legal assistantship and secretarial experience pertaining to legal administrative functions is required, preferably involving municipal government.

### **Licenses; Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license and have an acceptable driving record.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

Certification as a California Notary Public is required.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret legal documents; explain and conform with legal procedures; use math and mathematical reasoning; learn and apply new information or new skills; and interact with City staff, vendors, contractors, legal representatives, Court officials, management, and the public.

## **WORK ENVIRONMENT**

The employee works in office conditions with controlled temperature settings.