City of Inglewood Job Description
Class Code: 630

LEGAL SECRETARY

DEFINITION

Under close supervision, provides secretarial support to attorneys in the City Attorney's Office.

TASKS

Performs a wide range of secretarial and clerical services for the City Attorney Office; schedules and tracks calendar appointments, receives, sorts and distributes mail and establishes and maintains filing systems and retrieval systems; responds to questions and inquiries from the general public and provides specific information regarding a particular policy, procedure or practice; determines and refers information requests that are complex or sensitive to the professional legal staff for action; completes or facilitates the completion and processing of legal documents including filing in State and Federal Courts, contract agreements, resolutions, ordinances and correspondence; creates, indexes and maintains case files.

Prepares and distributes informational documents to department heads; maintains resources in the law library; prepares department time sheets; schedules travel itineraries and processes requisitions for staff attendance at conferences and seminars; schedules and coordinates meetings and appointments for staff attorneys; screens and routes telephone calls; inputs various information into computer system; prepares documents for storage, preservation or disposition.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of office procedures, practices, methods and equipment Knowledgeable of personal computer hardware and software packages Knowledgeable of legal terminology and the judicial system processes and procedures

Skilled in researching legal and historical information practices and procedures

Skilled in accurately transcribing, preparing legal documents and correspondence

Skilled in providing and following written and oral instructions
Skilled in establishing and maintaining productive working relationships

Ability to effectively communicate verbally and in writing with

Ability to perform essential duties with minimum supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending; May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

An Associates Degree or Certificate in Paralegal, Law, or equivalent, AND - three (3) years experience in a legal office environment **OR** an equivalent combination of education and experience.

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