

## Legal Secretary

California School Employee Association seeks Legal Secretary for San Jose, Legal Department. Must be familiar with rules & procedures of courts, techniques of legal research, time limitations for filing legal documents. Type 65 wpm. Excellent Benefits include insurance and defined benefit retirement plan. Please send resume to:

California School Employees Association  
Attention: Jason Santander, Secretary III  
email: [jsantander@csea.com](mailto:jsantander@csea.com) Fax: 408-435-5031  
AA/EOE M/F/H

## **LEGAL SECRETARY**

### **DEFINITION**

Under the general direction of the Chief Counsel, and acting on own initiative, performs a wide variety of difficult and specialized administrative/legal secretarial duties to assist and relieve the Chief Counsel and other legal staff of various office and administrative duties. Assignments frequently involve work of a confidential nature.

### **DISTINGUISHING CHARACTERISTICS**

An incumbent in this position handles a wide variety of complex and responsible administrative matters and legal secretarial functions within the guidelines of the Legal Department. Incumbents are required to demonstrate a considerable degree of independence, initiative and good judgment in carrying out duties, analyzing data and situations and identifying and interpreting appropriate legal procedures. Poise, tact and accurate knowledge are essential. Incumbents must be familiar with rules, changes and procedures of various courts, as well as statutes and time limitations for filing legal documents. Must possess notary public license. Consequence of error in judgment may be critical to members, and to CSEA, both internally and externally.

### **RESPONSIBILITIES**

Prepares and distributes a variety of legal pleadings and briefs to include complaints, writs, points and authorities, Appellate and Supreme Court briefs from rough drafts or dictation equipment; prepares correspondence and memorandums to courts, clients and other business organizations; responds to inquiries from the court, law offices, outside agencies, CSEA members and staff; ensures that pleadings are in proper form by referring to appropriate court rules, and contacts court on own initiative to secure hearing dates; independently prepares correspondence and instructions for proofs of service for legal documents, contacts appropriate process server, determines appropriate fees, and arranges and coordinates service; initiates, organizes, maintains and participates in the management of complex legal files; conducts research, studies, surveys, and collects information on legal, operational and administrative matters; prepares information for documents containing complex formats and tables; updates and maintains information on court rules and guidelines; exercises responsibility for general office functions, including travel arrangements, scheduling appointments and meetings, greeting visitors and/or clients and answering phones; maintains records and reference material in law library; follows up with other departments/offices to insure that requests are carried out; prepares required and/or requested special reports; calendars and tickles deadlines for filing appropriate legal documents or dates for court appearances, and ensures that the Legal Department calendar is updated and accurate; reads publications,

regulations and directives and takes appropriate action; selects and/or makes recommendations for supplies and equipment; operates all office equipment, including computer/data entry equipment; transcribes dictation; composes original correspondence within scope of responsibility for self and supervisor's signature; provides services as a licensed notary public, and maintains State licensing requirements; may direct, instruct and monitor the work of clerical staff and/or temporary legal secretaries assigned; may be asked to provide relief on the switchboard. Assumes other responsibilities and assignments as requested.

## **MINIMUM QUALIFICATIONS**

### **Basic knowledge of:**

- principles of business organization and management;
- processes and procedures of state and federal courts;
- Public Employee Relations Board;
- statutes and other time limitations for filing legal pleadings, briefs, etc. and responses to same;
- CSEA policies and procedures; departmental functions and responsibilities;
- modern office methods, practices and procedures, including filing systems, inventory control, letter and report writing;
- principles, procedures and techniques of legal research;
- elements of appropriate English usage, vocabulary.

### **Ability to:**

- learn, interpret and apply legal rules, changes and procedures and apply them with good judgment in a variety of procedural situations;
- maintain credible, cooperative and effective relationships with the CSEA staff and membership, the courts and the legal/business community in general;
- demonstrate initiative and exercise independent judgment and tact in the performance of duties;
- analyze situations and take appropriate action;
- advise and guide others in reaching solutions to problems;
- prepare and submit legal pleadings and briefs in a timely manner;
- learn and interpret Association policies and procedures, as well as constitution and bylaws and apply them with good judgment as appropriate;
- handle confidential information effectively and with complete security;
- work independently in the absence of supervision;
- research, analyze and summarize data;
- independently prepare correspondence and memoranda;
- adjust to peak workloads, irregular hours and work schedules as necessary;
- remain calm and think clearly under pressure;
- take and transcribe dictation at a speed necessary for successful job performance;
- type at a speed of 65 to 70 words per minute;
- provides instructions for clerical and secretarial personnel;
- operate and use modern office equipment, including computer/data entry equipment.;
- prepare and present clear, concise and complete reports;
- be bonded.

## **EDUCATION**

Equivalent to completion of the twelfth grade, with advanced legal training desired.

**EXPERIENCE**

Three years of increasingly responsible legal secretarial experience. Advanced legal training may be substituted for the experience requirement on a year-for-year basis.