



**SANTA CLARA COUNTY  
LEGAL PROFESSIONALS ASSOCIATION**

**A Member of Legal Secretaries, Incorporated  
("LSI®")**

P.O. Box 90509  
San Jose, CA 95109-3627  
Organized 1940  
[www.sccolpa.org](http://www.sccolpa.org)

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# **CCLS**

## **(California Certified Legal Secretary)**

**Are you a CCLS? Would like to help spread the word about  
the CCLS Program? Would you like encourage others to  
become a CCLS?**

Duties include:

- Promoting the program for the certification of California Certified Legal Secretaries.
- At the request of the Executive Committee, coordinate a CCLS study group in preparation for the CCLS exams.
- Prepare a monthly "mini" CCLS quiz (at least 10 questions per quiz), based on the the *Law Office Procedure Manual*® and/or *The Legal Professionals Handbook*® and administer them at each monthly meeting.
- Report monthly to the President, by email.
- Respond quarterly to LSI counterpart.

Time commitment: Moderate to heavy.