

Job Title:  
Legal Secretary Supervisor (Senior Legal Analyst U)  
Job ID:  
2127  
Location:

Full-Time  
Regular  
Salary Range:  
\$80,272.15 to \$105,810.21

### **About the Department**

The City of San José, the Capital of Silicon Valley, is one of the nation's best managed cities and one of the top ten cities in which to live, work, and do business. Moreover, San José is the center of cultural, government and economic activity for the region. The employees of the City of San José have embraced the following values: Integrity, Innovation, Excellence, Collaboration, Respect, and Celebration. The Office of the City Attorney is seeking an individual whose values align with the values of the City's employees.

The Office of the City Attorney is committed to providing excellent legal services, consistent with the highest professional and ethical standards, to the City, with the goal of protecting and advancing its interests in serving the people of San José.

### **Position and Duties**

The San José City Attorney's Office is seeking an experienced legal professional to manage legal secretarial support for litigation and transactional services. The successful candidate will be a legal professional who has the ability to collaborate with all levels of staff, and will have demonstrated the following: strong communication, team-building and leadership skills; strong technical skills, including strong knowledge of legal secretarial duties relating to court rules, procedures and litigation practices as well as transactional duties; expert software skills and flexibility to learn new technologies. Typical duties include coordinating legal secretarial support and assignments; supervising and providing training, guidance and oversight to the legal administrative assistant staff; providing computer application training; developing procedures for use of Office software. The annual salary range for this position is \$80,272.15 to \$105,810.21.

### **Minimum Qualifications**

Any combination of training and experience equivalent to:

- Education: Successful completion of a Baccalaureate Degree from an accredited college or university.
- Experience: Six (6) years of increasingly responsible legal support work experience

- Acceptable substitutions: Any combination of education and experience which has provided the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

-Licensing Requirements: Possession of a valid California Driver's License.

-Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not prepare or file a labor condition application with the Department of Labor.

### **Competencies**

The successful candidate will be a legal professional who has the ability to collaborate with all levels of staff, and will have demonstrated the following: strong communication, team-building and leadership skills; strong technical skills, including strong knowledge of legal secretarial duties relating to court rules, procedures and litigation practices as well as transactional duties; expert software skills and flexibility to learn new technologies. The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

### **Job Expertise**

Demonstrates knowledge of and experience with law office practices and procedures, including knowledge of legal secretarial duties relating to court rules, procedures and litigation practices as well as transactional duties, Citywide and departmental procedures/policies and federal and state rules and regulations.

### **Communication Skills**

Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

### **Computer Skills**

Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, and MS Excel.

### **Teamwork & Interpersonal Skills**

Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

### **Building Trust**

Communicates an understanding of the other person's interests, needs and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments and behaves in an appropriate manner.

### **Coaching**

Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.

### **Collaboration**

Develops networks and builds alliances; engages in cross-functional activities.

**Decision Making**

Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

**Initiative**

Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

**Leadership**

Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Management**

Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.

**Meeting Ethical Standards**

When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.

**Planning**

Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.

**Problem Solving**

Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

**Reliability**

Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

**Supervision**

Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Typical duties include the following:

- Supervise and provide training, guidance and oversight to the legal administrative assistants (secretaries). Develop, coordinate and supervise implementation of new processes related to legal secretarial duties.
- Manage legal secretarial support and assignments to meet daily operational demands for litigation and transactional services.
- Coordinate, update and collaborate with legal services administrator and other support managers on various office management, policy and administrative

tasks.

- Participate in evaluation of Office software products and develop procedures for use. Train staff, supervise implementation, troubleshoot and assist all Office staff on software issues.
- Update rule changes and/or procedures on instructions and templates as needed with reference to court procedures and/or office procedures.
- Manage employee hiring processes, including recruitments, interviews and background checks.
- Prepare annual performance reviews for legal administrative assistant (secretaries) staff.
- Work with attorneys and staff to identify ways to improve Office efficiencies.
- Prepare and/or review a variety of complex legal documents, memos, correspondence and reports.
- Perform a variety of related tasks as required.

### **Selection Process**

The selection process will consist of an evaluation of the applicant's training and experience based on the application, cover letter, resume, and answers to the job-specific questions, interview, references and background check. Submission of a resume is required. You must answer all job-specific questions and complete the Education/Work History section of the application in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration. Only those candidates whose backgrounds best match the position will be forwarded to the interview phase of the selection process. The initial review of applications will begin on May 5, 2017, and will continue on an ongoing basis as necessary.

E-mail will be the default method of correspondence with applicants. To ensure that you receive timely notifications regarding your application status for this recruitment, please enter a primary e-mail address when submitting your application.

You will be prompted to answer the following job-specific questions during the online application process. Please note that there is a 4,000-character limit, including spaces, for each text response.

1. Please indicate how you meet the minimum qualifications for this position?  
[required]
  - a. Bachelors degree and six (6) years of related experience
  - b. Any combination of education and experience which has provided the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

- c. None of the above
2. Please indicate the types of legal support experience that you have?
- a. Answers (Select all that apply)
    - i. Legal Administrative Assistant (Legal Secretary)
    - ii. Paralegal
    - iii. Manager / Supervisor
    - iv. Information Technology Management
    - v. Other
3. Please indicate the areas of law that you have experience providing legal support?
- a. Answers (Select all that apply)
    - i. Civil litigation [asset]
    - ii. Transactional law [contracts, resolutions, ordinances] [asset]
    - iii. Criminal law
    - iv. Worker's compensation
    - v. Other (Please specify)
4. Please indicate the software with which you are proficient? (comfortable with more complex aspects & features of the program).
- a. Answers (Select all that apply)
    - i. Microsoft Word [asset]
    - ii. Excel
    - iii. PowerPoint
    - iv. Outlook
    - v. Other word processing application
    - vi. Prolaw [asset]

- vii. Other document management application
  - viii. Other legal practice management tool
  - ix. Legal Solutions or similar Judicial Council program
  - x. Westlaw or online research software
  - xi. Adobe Acrobat (Reader and/or Writer) [asset]
  - xii. Summation or other software database
  - xiii. Court website or other document filing software
  - xiv. Internet
5. Have you worked in a lead role on a group project in your employment in the legal sector? (Please describe an example where you used leadership, team-building and communication skills, working collaboratively with other employees and work groups. Describe the challenges involved, how you addressed these challenges, and the outcome).
6. Have you trained staff in your employment in the legal sector? (Please describe your experience in development of training topics, preparation of training materials, and conducting training sessions).

If you have any questions concerning the duties of this position, please contact Ellen Donnelly at [ellen.donnelly@sanjoseca.gov](mailto:ellen.donnelly@sanjoseca.gov) or (408) 535-1933.

**Employee Unit**

Employees in this classification are represented by the Association of Legal Professionals (ALP).

If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. If you do not receive the confirmation, please email [CityCareers@sanjoseca.gov](mailto:CityCareers@sanjoseca.gov) and we will research the status of your application.