

Monterey County is an Equal Opportunity Employer and a Drug-Free Workplace



The County of Monterey

Invites your interest for the position of

Legal Secretary - Confidential
\$3,498 - \$4,779/Month

FINAL FILING DATE: OPEN UNTIL FILLED
Priority Screening Date: Thursday, February 8, 2018
Exam #18/80B98/01IE

All application material must be received by the priority screening date for a guaranteed review. Applications received after this date will be considered on an as needed basis until the position is filled.

Summary of Position

The Office of the County Counsel seeks a detail oriented individual to fill a vacant position of Legal Secretary—Confidential. The position will support attorneys in an active civil litigation practice. The incumbent will perform a variety of functions including typing, processing and filing correspondence, opinions, orders, motions, complaints, discovery, subpoenas, briefs, and other legal documents in proper legal form from outlined instructions or established civil procedure. Additionally, the incumbent will be assigned to handle the calendaring, and maintenance and management of civil litigation case files, maintenance of databases, logs and/or indexes, and the disposition of cases. The incumbent will use a personal computer and Microsoft Office software throughout the day every day, while performing the above-listed duties. The eligible list from this recruitment is being established for the Office of the County Counsel; therefore, civil legal work experience is essential.

The Eligible List established by this recruitment may be used to fill current and future vacancies on a temporary or permanent basis.

Essential Functions

- May perform various support tasks for attorneys, including maintaining appointments, arranging meetings, making travel arrangements, answering routine requests for information, maintaining lists of assignments and status report of cases, and obtaining reference books
- Calendaring litigation deadlines

The Ideal Candidate

Will have a proven track record demonstrating his/her working knowledge of:

- English grammar, spelling, written format, and punctuation
- Civil legal office work, procedures and terminology

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Some knowledge of:

- The services and functions of the courts and legal departments

Possess the skill and ability to:

- Type accurately at a speed of 50 words per minute
- Understand and follow complex oral and written instructions
- Operate a variety of office equipment such as personal computers, calculator, printers, and fax machines
- Work independently with minimum supervision
- Safeguard confidential materials and information
- Establish and maintain effective working relationships with those contacted in the course of work
- Compile statistical data related to case management and work flow

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Two years of clerical experience in a civil/legal office

APPLICATION & SELECTION PROCEDURES

- The selection process is tentative and applicants will be notified if changes are made.
- The competitive process includes submittal of required application materials: (1) Monterey County Application; (2) Supplemental Questionnaire and (3) a copy of your typing certificate.
- Final Filing Date: OPEN UNTIL FILLED, Priority Screening date: Thursday, February 8, 2018. **All application materials must be received by the priority screening date for a guaranteed review.** Applications received after this date will be considered on an as needed basis until the position is filled. Applicants who fails to provide all required materials will not be considered. The selection process is tentative and applicants will be notified of changes.
- **Applicants who fail to complete a County Application, respond to Supplemental Questions and provide a typing certificate, will not be considered for this position.** Resumes will not be accepted in lieu of required application materials.
- Application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination, and/or written examination.

WHY YOU SHOULD APPLY

The County of Monterey offers a premium benefits package that includes 23 days of Annual Leave, 10 holidays/year, along with health, dental, vision and life insurance and CalPERS retirement.

To view the "Z" Unit Benefit Summary, please visit our website

<http://www.co.monterey.ca.us/personnel/benefits/summary/ZJ%20&%20ZF%20Unit%20Benefit%20Summary%20Sheet%2002-2016.pdf>

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution prevail over this listing.

If you are hired into this classification in a temporary position, your rate of pay will be hourly and you will not be eligible for the benefits listed in the summary.

HOW TO APPLY

Submit the following **required** materials:

- County of Monterey Employment Application
- Response to supplemental questionnaire
- Copy of current (within the last 12 months) typing certificate **must** be attached to your application. Refer to attached Typing Speed Certification Locations within Monterey County that meet our criteria. **No internet typing certificate will be accepted.**

TYPING SPEED CERTIFICATION LOCATIONS

<http://www.co.monterey.ca.us/personnel/pdffiles/TYPING%20SPEED%20CERTIFICATION%20LOCATIONS%20IN%20MONTEREY%20COUNTY%20.pdf>

APPLICATIONS MAY BE OBTAINED FROM AND SUBMITTED TO:

County of Monterey
Human Resources Division
Attention: Irene Espinoza
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901
Phone: (831)755-5129

Or **APPLY ON-LINE** at: <http://agency.governmentjobs.com/montereycounty/default.cfm>

Special Note:

- If you believe you possess a disability that would require test accommodation, please call Human Resources at (831) 755-5129.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States.

Monterey County
SUPPLEMENTAL QUESTIONS
LEGAL SECRETARY-CONFIDENTIAL

If not applying on-line:

Please number your response. Include your name and the title of the position for which you are applying at the top of the page.

Instructions:

Responses to these Supplemental Questions must be submitted with your application materials. Applications received without Supplemental Question Responses will not be considered. A resume, cover letter, application, etc. will not be accepted as a substitute for responses to these questions. Failure to provide a complete response to these questions will eliminate you from further consideration. **Your response to the questions is an integral part of the selection process.**

I have read and understand the supplemental question instructions.

1. Did you attach a current (taken within the last 12 months) typing certificate? A copy of your certificate **must** be included with your application materials.

Yes

No

2. Please describe your work experience as a legal secretary in a civil law office, including how many attorneys you were assigned to support, and what kind of civil litigation they handled.

3. What types of civil legal pleadings, briefs, and forms have you prepared? Please be specific about where, when, and how frequently.

4. Describe your experience with calendaring civil litigation and trial deadlines.

5. Have you assisted attorney(s) in civil trial preparation? If so, describe your role and the duties you were responsible for.

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