

Legal Secretary-Confidential

Salary

\$3,603.00 - \$4,922.00 Monthly

Location

3rd Floor Salinas, CA

Job Type

Regular Full-Time

Department

County Counsel

Job Number

18/80B98/09IE

Position Description

OPEN UNTIL FILLED

Priority Screen Date: October 5, 2018

Exam #: 18/80B98/09IE

Special Note: The classification and compensation for Legal Secretary is currently under review.

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.

The County Counsel's Office renders professional, practical and trustworthy legal services to the County of Monterey, including the Board of Supervisors and all County offices, departments, boards, and commissions. In addition, the Office provides legal services to various other public entities, including the Water Resources Agency of Monterey County, the Local Agency Formation Commission, the Transportation Agency for Monterey County, and special districts.

The County Counsel's Office seeks organized, dependable, and motivated individuals with prior **civil** legal experience to perform a wide variety of legal secretarial functions, including the maintenance and managing of case files, databases, logs and/or indexes, and disposition of cases as setout below. The candidate will be required to use a personal computer and Microsoft Office software throughout the day every day, while performing the listed duties below.

This classification is part of a flexible series. Incumbents appointed at the lower level of the career series may be promoted up to the higher level of the career series subject to their meeting the employment standards for the higher class and a recommendation for their promotion by the appointing authority in accordance with the Flexible Staffing Program and Guidelines.

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

Examples of Duties

Paramount duties include:

- Drafts and/or types correspondence, opinions, contracts, orders, motions, complaints, discovery, subpoenas, briefs, reports, and other legal documents in proper legal format
- Performs 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
- Maintains attorney(s) calendar and calendaring litigation deadlines involving pleadings and discovery documents
- Has legal documents recorded by contacting appropriate court and/or department, notifies appropriate personnel in other offices, and files legal papers with proper court
- Receives, sorts, copies, files, scans and distributes incoming mail
- Provides vacation and temporary relief as required

To view the complete job description visit the Monterey County website:

<http://www.co.monterey.ca.us/government/departments-a-h/human-resources/human-resources/class-specifications>

THE SUCCESSFUL CANDIDATE

Will have a proven track record demonstrating the following knowledge, skills, and abilities:

Knowledge of:

- English grammar, spelling, written format, and punctuation
- Civil legal office work, procedures and terminology
- Microsoft Word and Adobe Acrobat Pro or DC
- The services and functions of the courts and legal departments

Skill and Ability to:

- Type a wide variety of complex legal forms and documents
- Operate a variety of office equipment such as personal computers, calculator, printers, and fax machines
- Understand and follow complex oral and written instructions
- Type accurately at a speed of 50 words per minute
- 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
- File/e-file legal documents with appropriate court(s)
- Accurately perform basic mathematical calculations (i.e. addition, subtraction, multiplication and division)
- Schedule meetings and/or conferences

Examples of Experience/Education/Training

Any combination of training, education, and/or experience which provides for the knowledge, skills, and abilities required to perform the duties listed above is qualifying. An example of a way these requirements might be acquired is:

- Two years of recent full-time clerical experience in a civil/legal office.

Additional Information

Benefits:

Monterey County offers an excellent benefits package. To view the "Z" Unit Benefit Summary please visit our website. 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.

Notes:

As a condition of employment, prospective employees will be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of criminal conviction. Employees must have and show their Social Security Card on the first day of work. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. 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. If you believe you possess a disability that would require test accommodation, please call the Human Resources Analyst at (831) 759-6984.

Application and Selection Procedures

Apply On-Line!

Our website: www.co.monterey.ca.us/personnel

Applications may also be obtained from and submitted to:

Monterey County, Human Resources Department
Attn: Irene Espinoza, Human Resources Analyst
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901

Email: espinozai@co.monterey.ca.us | Phone: (831) 755-5129

The selection process is tentative and applicants will be notified if changes are made. The competitive selection process includes submittal of required application materials.

A complete application package will include:

- A completed County of Monterey employment application
- Responses to the supplemental questions

All application materials must be received by the priority screen date for a guaranteed review. Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process. To assess applicants' possession of required qualifications, the process may include an oral examination, pre-exam exercises, performance exam, and/or written examination.

EQUAL OPPORTUNITY

Monterey County is a drug-free work place and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting the application package.