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10/04/11

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

Revised

TITLE: LEGAL SUPPORT SPECIALIST (NON-CLASSIFIED)

DEFINITION

Under general direction, to perform a wide range and variety of general clerical and highly responsible complex legal secretarial duties for the Office of the City Attorney; and to do related work as required. Depending on assignment, may supervise lower level clerical staff.

DISTINGUISHING CHARACTERISTICS

This is a broad classification for non-classified legal support staff encompassing entry level through advanced journey level clerical and secretarial work. Incumbents in this classification are at-will and serve at the pleasure of the City Attorney. Incumbents in this position perform a full range of legal support services. As experience is gained, and compensation increases based upon performance, incumbents perform the full range of legal support services required while only receiving general instructions and using a high degree of independent judgment.

PAY FOR PERFORMANCE

Legal Support Specialists in this classification are advanced in compensation based upon superior performance, as granted by the City Attorney, and not to exceed 10% annually.

MERIT PAY

Upon reaching the maximum of the "Step 1" non-incremental range, the City Attorney may advance incumbents based upon superior performance, and place them within a non-incremental merit range, "Step 2", providing for up to a one-year merit bonus, not to exceed 10% annually.

Upon receipt of up to one year of "Step 2" merit pay, Legal Support Specialists will be returned to the maximum of the "Step 1" non-incremental range; or the City Attorney may grant further increases based upon continued and demonstrated superior performance; not to exceed 10% annually and not to exceed the maximum of the "Step 2" range.

REPORTS TO: City Attorney or designee

SUPERVISION RECEIVED AND EXERCISED

Initially receives direct supervision form the City Attorney or designee with decreasing supervision commensurate with experience and performance capabilities. May exercise supervision over other staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in and prepare pre-trial documents in matters involving the City in State and Federal courts.
- Draft pleadings and discovery; assemble and prepare legal documents for filing and e-filing.
- Compose letters and memoranda on behalf of the City Attorney's Office.
- Type correspondence and legal documents including pleadings, contracts, ordinances, resolutions and other related documents.
- Perform secretarial services related to litigation.

- Calculate and calendar litigation, discovery and court due dates.
- Maintain attorneys' calendar and appointments.
- Perform administrative research and compile information, data and materials.
- Operate and remain proficient in a variety of office equipment, including but not limited to, a personal computer and various computer applications, including Word, WordPerfect, Outlook, Excel, and PowerPoint.
- Participate in recruitment of and selection of staff; provide and coordinate staff training; and work with staff to improve client services.
- Prepare agenda items for City Council/Redevelopment Agency meetings; ensure all reports and agenda items are submitted timely; monitor Council/Agency minutes for directives to the Department; and prepare necessary documents.
- Participate in the work of a clerical unit.
- Perform administrative research and compile information, data and materials.
- Oversee the administration of the records management and electronic mail systems.
- Recommend and assist in the implementation of goals, objectives and methods for continuous improvement of legal services.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justification for budget items; and monitor and control expenditures.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Principles of budgeting and record keeping.
- Legal terminology, forms and documents used in legal secretarial work.
- Legal procedures and practices involved in composing, processing, calendaring and filing a variety of legal documents.
- Business letter writing and basic report preparation.
- Legal references and their contents.
- Components of ordinances, resolution, contracts and pleadings.
- Personal computers and software applications.
- Strong knowledge of court deadlines and filing procedures.
- State and Federal court rules.
- E-filing system.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Operate office equipment including personal computers; keyboard at a speed of 50 WPM or higher.
- Work independently in the absence of supervision with respect to legal documents, correspondence and memoranda.
- Perform basic arithmetic and statistical rapidly and accurately.
- Supervise, train and evaluate employees.
- Manage and schedule assignments.
- Plan, organize and coordinate workflow including strong organizational skills.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Three (3) years of increasingly responsible experience in a legal office performing secretarial or administrative office duties. Up to three years of additional education in business administration, public administration or specialized legal secretarial courses may substitute for up to three years of experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Legal Support Specialist (Non-Classified)

TO: Legal Assistant (Non-Classified)