



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LEGAL SECRETARY II

Group-Section: General Counsel	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 35 Job #: UC02
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JOB SUMMARY

This is the journey level performing Legal Secretary II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines and policies.

OVERSIGHT

Supervision Received: Receives direction from the Law Office Administrator, Deputy General Counsel or General Counsel.

Supervision Given: May act as a lead. May Coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Provides responsible, moderately complex and confidential legal secretarial and administrative support to attorneys; schedules meetings, prepares travel arrangements, and assists with a variety of special projects as directed.
2. Prepares and processes correspondence and legal documents including pleadings, motions, legal opinions, contracts, briefs, leases, and agreements; and may take dictation.
3. Composes routine correspondence for signature.
4. Receives and screens visitors and telephone calls.
5. Maintains attorney calendars and makes appointments; may maintain docket of litigation cases.
6. Schedules investigative interviews, depositions, mediations, and other legal proceedings; and schedules court reporters, witnesses, outside counsel, and opposing counsel.
7. Indexes and maintains legal case and administrative files and records.
8. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or general education development test (GED) and two years of relevant experience.

Required Knowledge of: Legal terminology, forms, formats, procedures, documents, and office operations and practices; the court system and court rules; litigation procedures; proper format of legal citations; principles of indexing and maintaining legal case and administrative files; English usage, spelling, grammar, and punctuation and business letter writing; current office procedures, methods, and equipment including multi-line phones, copiers, facsimile machines, computers, and legal specific applications.

Required Skills and Abilities to: Perform moderately difficult and complex legal secretarial duties accurately; type accurately at a minimum speed of 60 wpm; understand, apply, and implement administrative policies, practices, and procedures; organize and prioritize work; work effectively and maintain attention to detail; maintain confidentiality and use independent judgment; compile and analyze information and data; compose correspondence and accurately prepare legal forms and documents; review legal citations and ensure accuracy; operate office equipment including computers and supporting applications; communicate clearly and concisely, both verbally and in writing; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

Certificates, Licenses and Registrations Requirements:

Desirable Qualifications

- Possession of a legal secretarial certificate.

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Job Title: Legal Secretary II

Job Code: UC02

Adopted: 10/27/08

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Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.