



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR LEGAL SECRETARY

Group-Section: General Counsel	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 40 Job #: UC03
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JOB SUMMARY

This is the advanced journey level performing Senior Legal Secretary job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist. Decisions regarding what needs to be done includes interpreting data, planning of the work, or refining the methods and techniques to be used. The work product or service may affect activities or the operation of other organizations.

OVERSIGHT

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

Supervision Given: Acts as a lead. Coordinates and reviews 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, 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. Maintains attorney calendars and makes appointments; and may maintain docket of litigation cases.
5. Schedules investigative interviews, depositions, mediations, and other legal proceedings; and schedules court reporters, witnesses, outside counsel, and opposing counsel.
6. Indexes and maintains legal case and administrative files and records.
7. May lead and coordinate the work of lower level legal secretarial staff; and may provide staff training.
8. May establish schedules and methods for providing services; and may identify resource needs and allocate resources accordingly.

9. May prepare Board and Board committee scripts, and closed session reports.
10. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or general education development test (GED) and six 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 difficult and complex legal secretarial duties accurately; maintain confidentiality; prepare, format, and file legal documents in multiple jurisdictions; type accurately at a minimum speed of 60 wpm; understand, apply, and implement administrative policies, practices, and procedures; lead and train lower level staff, 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 word processing 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.

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.