

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Legal Secretary (Confidential)	<b>Job Family:</b> 2
<b>General Classification:</b> Professional	<b>Job Grade:</b> 18

**Definition:** To perform a wide variety of complex and confidential administrative and clerical duties for the City Attorney's Office.

**Distinguishing Characteristics:** Reports directly to the City Attorney. Receives direction from the City Attorney, Senior Assistant City Attorneys, Assistant City Attorneys, and the Executive Assistant to the City Attorney. Exercises supervision of assigned support staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Provides legal support to the City Attorney, Senior Assistant City Attorneys, and Assistant City Attorneys in all aspects of litigation, including, but not limited to, proofreading various legal documents, such as pleadings, motions, and discovery and appellate briefs; filing court documents; maintaining trial calendar to ensure timely filing of documents, appearances, depositions, and other proceedings; and scheduling meetings between attorneys and other City staff.
2. Provides administrative support to the City Attorney, Senior Assistant City Attorneys, and Assistant City Attorneys, including composing correspondence and screening mail and phone calls.
3. Receives and processes all claims filed against the City, prepares claim-related documents, assists members of the public with claim filing, and works with other departments to obtain information and documents related to the claim.
4. Provides status of claims and litigation to the Risk Manager and works with the Risk Manager on claim and litigation file audits.
5. Maintains computer filing system for claims, litigation, weapons petitions, gun violence restraining orders, Pitchess motions, subpoenas, and criminal complaints.
6. Responds to public inquiries and refers public requests to appropriate staff; becomes familiar with relevant City processes and procedures; and is able to provide information and guidance regarding the same to the public and other City staff.
7. Performs basic legal research using City Attorney Office library, Westlaw, the internet, or other research tools.

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8. Performs a variety of administrative and clerical duties as required for daily operations of the City Attorney's Office.
9. Acts as a backup to the Executive Assistant to the City Attorney in their absence.
10. Maintains and updates the law library.
11. Assists with the preparation of responses to California Public Records Act requests.
12. Performs other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Basic English and arithmetic; court rules and procedures; proper formatting of legal documents, including, but not limited to, pleadings, discovery, pretrial and posttrial motions; trial briefs; business letter writing; office management techniques; operation of personal computers; basic organizational structure and functions of Mountain View's City government; proper punctuation, spelling, grammar, and vocabulary; and types and uses of common office machines.

Ability to: Prepare legal documents, memoranda, and correspondence; maintain calendar for purposes of litigation and all proceedings requiring counsel participation; prioritize a variety of legal secretarial, administrative, and clerical tasks in a highly sensitive environment; proofread documents and be especially attentive to detail; communicate effectively with City employees and the general public; deal effectively with a disgruntled person; perform independently in clerical and administrative work; get along with office personnel; and employ good judgment and make sound decisions in accordance with established policy and procedures.

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A minimum of three (3) years of litigation, legal secretarial, or other similar experience in a law firm, public agency, or other similar office. Office management and administrative experience involving frequent public contact are highly desirable.

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**Licenses or Certificates:** A legal certificate from a community college, four-year accredited college, or other similar institution is highly desirable and may be substituted for one year of required experience.

Established: June 3, 1999

Revised: November 2022

HRD/CLASS SPECS

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