

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 70
Fiscal Year: 2015/2016
Posted Date: 03/03/2016
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	1458	Legal Secretary I
2	1460	Legal Secretary II

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Victor H Vallejo, Clerk, at (415) 557-4894 or by email at Victor.h.Vallejo@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Legal Secretary I
Job Code: 1458**

INTRODUCTION

Under supervision, provides legal secretarial and clerical services of a difficult, responsible and confidential nature for an attorney's office; and performs related duties as required.

DISTINGUISHING FEATURES

This class is the journey level in the legal secretarial series and is distinguished from other secretarial and clerical classes by its knowledge and continuous use of legal terminology, documents and procedures. This class differs from class 1460 Legal Secretary II in that positions in the latter class perform the most difficult and technical legal secretarial work.

SUPERVISION EXERCISED

May supervise clerical support staff.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Word Processes and edits a wide variety of legal documents in proper format including pleadings, briefs, correspondence, subpoenas, contracts, jury instructions, complaints, resolutions and ordinances utilizing multiple word processing systems, to prepare a variety of legal documents.
2. Abstracts information from various sources to put general information into proper legal form.
3. Transcribes legal dictation from dicta-phone or longhand notes, minutes, interviews and telephone messages; or takes and transcribes dictation from shorthand notes at a rate of 110 wpm, to prepare legal documents and correspondence.
4. Opens, maintains, monitors and closes legal case files and maintains correspondence and record files.
5. Maintains attorney appointment calendars; keeps abreast of important court dates and files legal documents with courts as mandated; assures legal complaints and responds in a timely manner.
6. Provides information when possible by personally assisting callers, and exercises considerable judgment and discretion in dealing with confidential matters.
7. Prioritize duties and deadlines to accommodate work schedules of a large number of attorneys.
8. Performs related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: legal office practices, procedures, terminology and business English; knowledge

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of filing systems.

Ability and Skill to: operate modern office equipment; ability to take transcription; ability to independently compose correspondence; ability to understand and follow directions; ability to proofread and solve problems including mathematical computations;

~~Requires sufficient skill in:~~ typing to complete 55 net words per minute; computer and keyboarding skills; **communicate effectively both orally and in writing**; written and oral communication skills. ~~May be required take shorthand dictation or type from machine transcription. Some positions may require shorthand: 110 WPM with no more than 2% error rate.~~

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

Two (2) years of verifiable experience as a legal secretary transcribing dictation and typing legal documents including petitions, motions, briefs, complaints and other legal forms; **AND/OR**

~~Current incumbency in Class 1458 Legal Secretary I and one (1) year of verifiable experience as a legal secretary transcribing dictation and typing legal documents including petitions, motions, briefs, complaints and other legal forms; AND~~

~~The ability to type 55 net WPM; AND~~

~~The ability to transcribe legal matters accurately from a transcribing machine with no more than a 2% error rate.~~

NOTE: The ability to transcribe legal matters accurately from a transcribing machine with no more than a 2% error rate may be required by some departments as a special condition.

License and Certification:

Substitution: A certificate of completion in legal secretarial skills from a recognized college, university, or training program, which involved learning legal terminology and legal formats and forms, may substitute for six (6) months of the required legal secretarial experience. Proof of satisfactory completion must be submitted at the time of filing.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Legal Secretary I
Job Code: 1458

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

TO: 1460 Legal Secretary II

ORIGINATION DATE: 02/22/1988

AMENDED DATE: 04/22/08; 032/XX/2016

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Legal Secretary II
Job Code: 1460**

INTRODUCTION

Under general supervision, provides legal secretarial and administrative services of an extremely difficult, responsible and confidential nature for an attorney's office; may supervise a small group of legal secretaries or serve as a lead worker; and performs related duties as required.

DISTINGUISHING FEATURES

This class performs the most difficult legal secretarial duties. Incumbents in this class serve as a resource and lead worker.

SUPERVISION EXERCISED

May supervise a small staff of employees in class 1458 Legal Secretary I.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Transcribes the most difficult and complex legal dictation from Dictaphone or longhand notes, minutes, interviews and telephone messages; or takes and transcribes dictation from shorthand notes.
2. Prepares and edits a wide variety of legal documents in proper format including pleadings, briefs, correspondence, subpoenas, contracts, jury instructions and complaints, utilizing multiple word processing systems.
3. Abstracts information from various sources and puts general information into proper legal form.
4. Assures that legal clerical work in assigned area is completed by deadlines; serves as resource person and may provide training for clerical personnel.
5. May plan, assign, coordinate and review the work of a small staff of legal secretaries.
6. Opens, maintains, monitors and closes legal case files; maintains correspondence and record files.
7. Maintains attorney appointment calendars; keeps abreast of important court dates and files legal documents with courts as mandated; assures complaints are responded to in a timely manner.
8. Screens office and telephone calls; personally assists callers by providing information when possible and exercises considerable judgment and discretion in dealing with confidential matters.
9. Performs related duties as required.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Legal Secretary II
Job Code: 1460

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: technical practices and procedures; knowledge of filing systems; knowledge of legal terminology; knowledge of legal documents and forms; knowledge of legal office procedures and practices including business English.

Ability and Skill to: operate modern office equipment; ability to take transcription; ability to independently compose correspondence; ability to understand and follow directions; ability to proofread and solve problems; computer/typing/keyboarding skills; written and oral communication skills: mathematical computations;

~~Requires sufficient skill in:~~ typing to complete 55 net words per minute; ~~Requires skill in transcribing legal matters by taking shorthand or to type from machine transcription. Some positions may require shorthand: 110 WPM with no more than 2% error rate.~~

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

Three (3) years of verifiable experience as a legal secretary transcribing dictation and typing legal documents including petitions, motions, briefs, complaints and other legal forms; **AND/OR**

~~Current incumbency in Class 1460 Legal Secretary II and two (2) years of verifiable experience as a legal secretary transcribing dictation and typing legal documents including petitions, motions, briefs, complaints and other legal forms; AND~~

~~Ability to transcribe legal matters accurately from a transcribing machine with no more than a 2% error rate; AND~~

Ability to type 55 net WPM

NOTE: The ability to transcribe legal matters accurately from a transcribing machine with no more than a 2% error rate may be required by some departments as a special condition.

License and Certification:

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Legal Secretary II
Job Code: 1460**

Substitution: A certificate of completion in legal secretarial skills from a recognized college, university, or training program, which involved learning legal terminology and legal formats and forms, may substitute for six (6) months of the required legal secretarial experience. Proof of satisfactory completion must be submitted at the time of filing.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

FROM: 1458 Legal Secretary I

ORIGINATION DATE: 02/22/1988

AMENDED DATE: 04/22/2008; **32/XX/2016**

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD