



Midpeninsula Regional Open Space District

EXECUTIVE ASSISTANT/LEGAL SECRETARY

DEFINITION

Under general direction of the General Counsel, performs specialized legal, administrative and confidential support to the General Counsel's office. Performs a variety of difficult and complex legal administrative and organizational support functions pertaining to confidential legal matters which do not require the expertise or licensing of an attorney. Coordinates assigned programs, projects, and services with other District departments, divisions, and outside entities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Counsel. May exercise supervision over assigned staff.

CLASS CHARACTERISTICS

This confidential position is the highest-level administrative support class assigned to the General Counsel's Office. The incumbent performs a variety of complex administrative and organizational support functions pertaining to legal and risk management matters for the General Counsel and associated staff, including those involved in the District's Risk Management program. The work requires tact, discretion, and independent judgment, knowledge of District activities, and the ability to conduct independent projects. This classification is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at a District-wide level requires an understanding and experience related to supporting the functions of a legal office and risk management program and the capability to support District management-level staff by performing administrative and coordinative duties.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Ensures the office administrative functions of the General Counsel's office are effectively carried out.
- Performs a wide a variety of general administrative and clerical duties to support the General Counsel including creating and managing litigation files, legal research files, and other project files and documents, drafting routine letters, memos, and summaries, entering information into databases, and managing the legal library.
- Maintains and coordinates the schedule and calendar of the General Counsel; schedules meetings; schedules and tracks appointments with other departments.
- Provides a variety of support to District staff related to the risk management program.
- Supports the management of the legal department budget including processing invoices, tracking expenditures, creating requisitions, and generating various reports.
- Researches, compiles, organizes, and analyzes information and data for special projects.
- Assists in preparing and maintaining a variety of databases and reports.
- Attends to a variety of office administrative details, such as keeping informed of departmental

activities, transmitting information, attending meetings, and serving on various task forces and committees.

- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Organizes and maintains various administrative, reference, and follow-up files; purges files as required.
- Screens calls, visitors, and mail for the General Counsel's office; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents; represents the District to all callers and visitors in a professional and customer friendly manner.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Types, originates, formats, proofreads, and distributes a wide variety of reports, letters, and memoranda; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Provides training to lower-level and new staff as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices and methods of office management and administration, including the use of standard office equipment.
- Organization and function of public agencies, including the role of an elected Board of Directors and appointed committees.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and procedures of record keeping and reporting.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Legal office procedures, terminology, and document preparation.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures, as well as complex administrative and departmental policies and procedures.
- Perform responsible administrative support work with accuracy, speed, and general supervision.

- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the District and of legal principles as necessary to assume assigned responsibilities.
- Establish and maintain the legal library, and legal and risk management filing, record keeping, and tracking systems.
- Compose correspondence and reports independently or from brief instructions.
- Understand and carry out complex oral and written directions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework in business or related field, and three (3) years of responsible legal secretarial experience under the supervision of an attorney who is a member of the State Bar of California. Possession of a legal secretary certificate or completion of paralegal program is highly desirable. Municipal or governmental experience is highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: May 2019
REVISED: N/A
FLSA: Exempt