



The Department of Personnel Services, Employment Services Division announces the exam for:

Legal Secretary I *Revised

Exam # 28109-C

Approximate Monthly Salary: \$3,603.54 - \$4,381.32

DESCRIPTION

Legal Secretary I is a journey level class and is characterized by a wide variety of general and legal clerical work which includes composing and typing legal documents and correspondence, processing of legal documents, and maintenance of legal case records. These duties are generally repetitive and require minimal supervision once office procedures are learned. Additionally, some positions in this classification may require the ability to take and transcribe oral dictation.

MINIMUM QUALIFICATIONS

The **Special Requirements** below And:

Either: One year of clerical experience involving the preparation and processing of legal documents for court action such as those described in the Examples of Duties (see class specification). Education or training from an accredited college, business school, or training school that is directly related to the Knowledge and Abilities specified for this class may be substituted for a maximum of six months of the required experience (15 semester units or 22 quarter units equal six months of experience).

Or: Completion of a curriculum approved by the Department of Personnel Services (formerly the Department of Personnel Management) in legal assisting, legal secretarial or legal stenographic work.

Special Requirements:

1. All positions in this class require the ability to type from clear copy at the rate of 50 net words per minute.
2. Some positions in this class may require taking oral dictation involving legal terminology. To be eligible for appointment to a "short-hand-required" position, the applicant must have the ability to take oral dictation, using any speedwriting method, at the rate of 100 words per minute and transcribe at the rate of 30 net words per minute. Where the oral dictation skill is required, it is used in performing the typical duties of the class as shown in the "Examples of Duties" (see class specification). The Civil Service Commission approved the use of selective certification for this special skill on March 7, 1985.

Please refer to job announcement for cut-off dates.

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."