



**OFFICE OF THE DISTRICT ATTORNEY
COUNTY OF LASSEN**

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District Attorney

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May 20, 2025

Lassen County Board of Supervisors

Re: Legal Secretary Series

Sirs,

The District Attorney respectfully request your consideration and approval of our enclosed job description for the Legal Secretary I/II/III.

Currently, the county holds job descriptions for Legal Secretary and Sr. Legal Secretary. In order for staff to promote from a Legal Secretary to a Sr. Legal Secretary, the position has to be advertised and staff have to apply. With the creation of a series, the application process for a promotion will be eliminated. Staff will be eligible for a promotion to the next step in the series once the qualifications have been met, with recommendation of the department head.

The District Attorney's office currently employs three Sr. Legal Secretaries. For FY 24/25 there would be no fiscal impact as the reclassification procedure would go through the budget process for FY 25/26.

This job description has been sent to the bargaining unit for comment and none was received. Therefore, it is ripe for your approval.

PLEASE NOTE: The date of this meeting falls on a day where the undersigned is scheduled to be in court. Our Executive Assistant Devin Chandler will be asked to present this item if the District Attorney is not available.

Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink, appearing to read "S. Melyssah Rios".

S. Melyssah Rios, Lassen County District Attorney



COUNTY OF LASSEN
JOB DESCRIPTION

Class Title:	Legal Secretary I/II/III	CLASS CODE	GN06
Department:	District Attorney	UNIT	UPEC
Reports to:	District Attorney	FLSA Status	Non Exempt
Board Approval		RANGE	13/15/17

JOB SUMMARY

Under direct or general supervision, provides a variety of specialized legal, secretarial, and clerical support on behalf of designated supervisory, managerial, or administrative positions; answers incoming telephone calls and directs calls to proper staff; provides general information and assistance to the public.

This is a multi-level professional classification series in which incumbents may be assigned to any of the three (3) levels, depending upon experience, proficiency gained, and the complexity of assigned work. With Department Head approval, advancement to the next level may occur when the required level of knowledge, skills, and abilities have been reached.

Legal Secretary I:

This is the entry level class in the Legal Secretary series that provides legal, clerical and basic administrative support. Initially under close supervision, incumbents of this class perform routine legal, reception, office, and records management work that does not require previous specialized experience.

Legal Secretary II:

This is the experienced journey-level class within the Legal Secretary series. Incumbents perform a variety of specialized, complex legal, secretarial, and clerical support including providing general information to the public, maintaining databases, and other support work.

Legal Secretary III:

This is the advanced journey-level class within the Legal Secretary series. Incumbents perform a variety of specialized, complex legal, secretarial, and clerical support, providing general information to the public, maintaining databases and other support work. This class is distinguished from the Legal Secretary II classification in that it provides difficult legal secretarial duties, which involve considerable independent judgement and may provide direction, guidance, and assist in the training of lower-level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from the District Attorney, Assistant District Attorney or other designee.

Exercises no direct supervision over staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.)

Type, edit and format legal documents including pleadings, briefs, opinions, orders, contracts, correspondence and other legal matters.



COUNTY OF LASSEN JOB DESCRIPTION

Prepares, processes, verifies and reviews forms, schedules, records, reports, lists, and other legal documents for completeness and conformance with established regulations and procedures.

Monitors the progress of documents through the judicial process to ensure their timely and proper processing.

Composes routine letters or other correspondence.

Handle routine departmental correspondence independently, and maintain files of correspondence, contracts, legal opinions and other records and documents.

Gathers information for prosecution and litigation; tracks legal documents and routes to defendants, attorneys, and courts for processing; maintains, tracks, and updates legal information.

Assist other staff by performing duties related to special assignments or projects including researching and compiling information.

Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; directs callers to appropriate County staff.

Performs a wide variety of general clerical duties to support departmental operations; including filing, preparing records, scheduling appointments, and maintaining calendars.

Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required; establishes and maintains complex files related to criminal cases.

Other duties may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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

Education:

Equivalent to the completion of the twelfth (12th) grade

Experience:

Legal Secretary I: One (1) year of varied clerical support experience preferably involving support to attorneys, court officers, or law enforcement personnel.

Legal Secretary II: In addition to the above, two (2) years of legal secretarial support experience equivalent to that of a Legal Secretary I in a public agency.

Legal Secretary III: In addition to the above, three (3) years of legal secretarial support experience equivalent to that of a Legal Secretary II in a public agency.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of technical report typing.



Various legal documents and terminology.

English usage, spelling, grammar and punctuation.

Modern office practices, procedures and computer equipment.

Common personal computer operation and spreadsheet software usage.

Record keeping, report preparation, filing methods and records management techniques.

Legal terms, forms, documents.

Court procedures and requirements.

Operating procedures of a legal office.

Ability to:

Evaluate situations and people and to adopt a reasoned course of action.

Use tact, discretion, initiative and independent judgement within established guidelines.

Work with accuracy and thoroughness under stress.

Research and analyze background information.

Communicate verbally and in writing with internal staff and other departments and the public in order to give and receive information in a courteous manner.

Read and interpret documents such as safety rules, procedure manuals and so forth.

Ability to work cooperatively with other employees.

Ability to establish and maintain effective working relationships with others.

Establish and maintain effective working relationships with those contacted in the course of work.

Transcribe from dictating equipment.

Draft legal documents from tapes and handwritten information and type correspondence.

Type at a minimum of 50 words per minute.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel and to make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.