



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: SECRETARY TO THE CITY ATTORNEY

DEFINITION: Under direction, serves as confidential secretary to the City Attorney.

EXAMPLES OF DUTIES:

- Serves as confidential secretary to the City Attorney;
- Establishes and maintains calendars, files and records for the City Attorney;
- Takes rapid shorthand dictation of complex legal matters and accurately transcribes, edits and proofs same within legal time constraints;
- Prepares final drafts of a variety of legal documents including complaints, summonses, answers, interrogatories, subpoenas, briefs, petitions, leases, deeds, contracts, notices, ordinances, resolutions, reports and other reports, all under limited direction;
- Serves as department payroll/personnel administrator in the absence of the office manager;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Education and training equivalent to graduation from high school and five years of increasingly responsible experience in the legal field; detailed knowledge of the operations of the City Attorney's Office; thorough knowledge of court rules, practices, and procedures; skill to type 90 words per minute and take shorthand dictation at 120 words per minute with accuracy.

HISTORY:

Revision of Classification Specification dated 07/15/81.

Approval/Adoption Dates: 04/02/86 - Human Resources Department