



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: LEGAL STENOGRAPHER

DEFINITION: Under supervision, types legal documents and correspondence from dictation or other direction and acts as liaison for attorneys.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - performs the routine duties of the class.

Grade Level II - performs the difficult duties of the class, that may include specialized contract work.

Grade Level III - performs the complex duties of the class including those of the Legal Stenographer II and, in addition, may perform the duties necessary for court pleadings, including motions, summonses, writs, appeal briefs, and other memoranda and appellate matters.

EXAMPLES OF DUTIES:

- Types legal documents and correspondence;
- Compiles information from a variety of sources, and presents it in varied forms;
- Serves as receptionist to the professional legal staff and responds to inquiries where possible;
- Opens, sorts, logs by legal subject, and distributes mail and maintains file and control records to show the status of action on pending matters;
- Processes criminal complaints related to any violation of misdemeanor laws and/or municipal code;
- Establishes and maintains permanent central files and indexes, searches and investigates information in files as required;
- Compiles City Council Agenda and distributes related information;
- Serves as liaison between attorneys and the courts;
- Maintains appropriate statistical records;
- Searches probation and other court-related records as required;
- Maintains calendar for filing deadlines of appeals, writs, motions, memoranda, or similar actions required of the courts;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Education and training equivalent to graduation from high school;

One year of recent clerical experience;

LEGAL STENOGRAPHER (continued)

Effective oral communication dictation at 90 words per minute with accuracy;

Good knowledge of English grammar and punctuation.

Grade levels II and III require working knowledge of the operations and procedures of the City Attorney's or City Prosecutor's office and the court system.

HISTORY:

Approval/Adoption Dates: 07/15/81 - Human Resources Department