



MICHAEL N. FEUER
CITY ATTORNEY

POSITION ANNOUNCEMENT

LEGAL SECRETARY I

CIVIL, CRIMINAL AND MUNICIPAL BRANCHES

VARIOUS SECTIONS

ANNUAL SALARY: \$50,132 - \$73,288

OPENING:

There are immediate openings for Legal Secretary I in various sections of the Civil Litigation Branch, Criminal and Special Litigation Branch and Municipal Law Branch.

DUTIES & RESPONSIBILITIES:

This position serves as secretary to attorneys or administrators performing a full range of secretarial duties, including taking and transcribing dictation, taking minutes of meetings, typing and proofreading; maintaining databases, filing systems and appointment calendars; answering inquiries from the public or employees of other agencies over the telephone or in person; and ordering office supplies. Must demonstrate the ability to maintain the status of cases being handled; have knowledge of legal and administrative procedures, and sources of information. In addition, this position will assist with the general office workload and will learn all of the functions of the office and complete other duties as assigned. In addition to these general duties, additional assignment specific responsibilities may apply.

REQUIREMENTS:

All applicants are required to meet the following qualifications:

- Applicants are required to pass a typing test at 60 wpm net with five (5) errors maximum; *
- Applicants are required to pass a spelling test with five (5) errors maximum and;**
- Applicants are required to pass a letter writing exercise;**
- At least one year performing clerical or secretarial duties is required;
- Applicants must be proficient in Microsoft Word and have knowledge of legal procedures and terminology;
- This position requires a fast and accurate typist who pays close attention to detail, is able to work under pressure with minimal supervision, and can perform in a team environment;
- Reliable attendance and punctuality are mandatory.

- Applicants must be able to lift boxes (up to 25 lbs);

The hours for this position are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**DESIRED
QUALIFICATIONS:**

The following qualifications are highly desirable:
Knowledge of state and federal court rules, litigation document preparation under the California Court system's filing requirement and procedures including electronic filings.

PROBATION:

Appointment to this exempt position (non Civil-Service) will be subject to a one (1) Year probationary period as required by Section 1050 of the City Charter. Successful completion of the one (1) year probationary period will result in tenure with the office.

**APPLICATION
AND DEADLINE:**

Interested applicants should submit the following documents in one **(1) PDF file**: resume, typing certificate, and cover letter specifying **LEGAL SECRETARY I – Various Sections** to atty.recruit@lacity.org.

*The City Attorney's Office **will not** be administering typing tests to candidates. Please see the attached "**Typing Certification Requirements.**"

**Applicants who meet the Typing Certification Requirement will be contacted and scheduled to complete the letter composition exercise and spelling portions of the Legal Secretary test.

Selected applicants will be contacted to interview.

Testing will remain ongoing as positions become available.

This position will remain open until filled.

City of Los Angeles – City Attorney’s Office

TYPING CERTIFICATION REQUIREMENTS

Applicants for the position of **Legal Secretary I** are required to submit a typing certification to demonstrate they meet the minimum typing requirements. Candidates who fail to provide a typing certification will be disqualified from the examination process. The Los Angeles City Attorney’s Office will **not** be administering typing tests to candidates. The typing certification must be issued by an agency or an accredited school within the last 12 months. **On-line issued typing certification will not be accepted.**

The typing certification **must meet the minimum 60 net words per minute**, have no more than five (5) errors, and be scored according to the following method: 5 minute timed typing exercise, showing a gross rate of speed and a net speed calculated by deducting one (1) word per minute for each error in the exercise.

Certification may be in the form of a certificate, letter, or test results form and **must** contain the following:

- ***Agency’s official emblem or watermark***
- ***Name of applicant***
- ***Number of minutes of the timed typing test***
- ***Number of gross words per minute***
- ***Number of net words per minute***
- ***Number of errors***
- ***Date of certificate***
- ***Signature of person certifying the certificate***
- ***Address and telephone number of agency***

The above information **MUST** be included on the certification. Applicants **WILL NOT** be contacted to correct the deficiency.

On the next page is a list of suggested local agencies and schools that administer typing tests and issue certification. It is advised that you call first to see if an appointment is required to take the typing test. Additional agencies that may provide typing certification can be found on www.servicelocator.org by entering the desired zip code.

ORGANIZATION NAME	5 MINUTE EXAM	CERTIFICATE PROVIDED	COST	HOURS
Gardena One Stop Center 16801 S. Western Avenue Gardena, CA 90247	YES	YES	NO COST	Monday–Friday 8:00 a.m.-3:00 p.m. By Appointment Only (310) 217-9579
Inglewood One Stop Center 110 South LA Brea Avenue Inglewood, CA 90301	YES	YES	NO COST	By Appointment Only (310) 680-3700
Carson Career Center 801 E. Carson St., #117 Carson, CA 90745	YES	YES	NO COST	Monday–Thursday 7:00 a.m.-6:00 p.m. (310) 952-1762
Rio Hondo College 3600 Workman Mill Rd, Whittier, CA 90601	YES	YES	NO COST	Monday–Thursday 1:00 p.m.-6:00 p.m. Friday 9:00 a.m.-12:00 p.m. (562) 463-7364
Montebello Adult School 149 N. 21st St Montebello, CA 90640	YES	YES	\$5	Monday–Wednesday 8:30 a.m.-3:00 p.m. 6:00 p.m.-9:00 p.m. Thursday 12:00 p.m.-3:00 p.m. 6:00 p.m.-9:30 p.m. (323) 887-7844
Los Angeles Harbor College 1111 Figueroa Place Wilmington, CA 90744	YES	YES	\$20	By Appointment Only (310) 233-4450

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT TYPING CERTIFICATION ISSUED BY ANY AGENCY INCLUDING THOSE LISTED MEETS THE REQUIREMENTS STATED ABOVE.