

1458 Legal Secretary 1

Recruitment #TPV-1458-091379

SPECIALTY	Trial Litigation Legal Secretary
DEPARTMENT	City Attorney
ANALYST	Lillian Chow
DATE OPENED	11/6/2018 4:00:00 PM
FILING DEADLINE	3/1/2019 5:00:00 PM
SALARY	\$35.10 - \$42.66/hour; \$6,084.00 - \$7,395.00/month; \$73,008.00 - \$88,738.00/year
JOB TYPE	Provisional
EMPLOYMENT TYPE	Full-Time

INTRODUCTION

Applicants are encouraged to apply as soon as possible as this announcement may close at any time after November 30, 2018.

Appointment Type

TYPE OF APPOINTMENT: PROVISIONAL This is not a permanent appointment. A provisional appointee must participate and be successful in a Civil Service examination for this classification and be selected through an open competitive process in order to be considered for permanent appointment. Provisional appointments may not exceed three (3) years.

About Us

The mission of the San Francisco City Attorney's Office is to provide the highest quality legal services to the Mayor, Board of Supervisors, and other elected officials as well as to the approximately 100 departments, boards, commissions and offices that comprise the City and County of San Francisco's government.

Position Description:

The 1458 Legal Secretary will be assigned to the Trial Team. The position supports a high-volume, busy litigation and trial practice. Under supervision, the legal secretary provides legal secretarial and clerical services of a difficult, responsible and confidential nature.

Examples of Important and Essential Duties:

- Typing, editing and proofreading a wide variety of legal documents in proper format which may include pleadings and briefs (including preparation of Table of Authorities and Table of Contents), motions, notices, correspondence, subpoenas, contracts, jury instructions, complaints, notices, exhibit lists and verdict forms, filing (including E-Filing) documents with State and Federal trial courts and courts of appeals, resolutions and ordinances utilizing multiple word processing systems, spreadsheet software, and case management systems/software in order to prepare a variety of legal documents.
- Abstracting information from various sources to put general information into proper legal form; transcribing legal dictation from notes, minutes, interviews and telephone messages to prepare legal documents and correspondence.
- Opening, maintaining, monitoring, organizing, closing legal case files, creating and updating file index, and maintaining correspondence and record files; maintaining attorney appointment and court calendars, keeping abreast of important court dates, local court rules and procedures regarding filing legal documents with courts as mandated, including e-filing, and serving legal documents as required by court rules.

- Scheduling depositions, court reporters, and witnesses; and assuring legal complaints are responded to in a timely manner.
- Providing information when possible by personally assisting callers, and exercising considerable judgment and discretion in dealing with confidential matters.
- Prioritizing duties and deadlines to accommodate work schedules of a large number of attorneys.
- May contact court staff, administrative law organizations and other city departments using discretion and tact.
- Performs other related duties and responsibilities as required, including working closely with legal assistants, investigators, information technology staff and accounting staff to complete tasks assigned by attorneys and supervisors.
- Answering requests for information from attorney's opposing counsel, court staff and members of the public.
- Performing related duties as required.

MINIMUM QUALIFICATIONS

1. *Two (2) years of verifiable experience as a legal secretary transcribing dictation and typing legal documents including petitions, motions, briefs, complaints and other legal forms; **AND***

2. *The ability to type 55 net WPM**

Substitution: *A certificate of completion in legal secretarial skills from a recognized college, university, or training program, which involved learning legal terminology and legal formats and forms, may substitute for six (6) months of the required legal secretarial experience. Proof of satisfactory completion must be submitted at the time of filing. If you are submitting a certificate, please email the document to lillian.h.chow@sfcityatty.org*

**The Words Per Minute minimum qualification listed above will be assessed during the probationary period.*

NOTE: The ability to transcribe legal matters accurately from a transcribing machine with no more than a 2% error rate may be required by some departments as a special condition.

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

HOW TO APPLY

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement.
- Select "Apply" and read and acknowledge the information.
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously".
- Follow instructions on the screen.

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Department of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flsfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Lillian Chow by telephone at 415.554-4226, or by email at lillian.h.chow@sfcityatt.org.

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/how-verify-education-requirements>

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

SELECTION PLAN

Supplemental Questionnaire: Applicants are required to complete a Supplemental Questionnaire as part of the application process. The purpose of the Supplemental Questionnaire is to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application.

CONVICTION HISTORY

As a finalist for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a finalist. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION**Requests:**

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at:

<http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Information regarding requests for Veterans Preference can be found at:

<http://sfdhr.org/information-about-hiring-process#veteranspreference>

General Information concerning City and County of San Francisco Employment Policies and Procedures: Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents:

Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Terms of Announcement and Appeal Rights

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Exam Type: Provisional

Issued: November 6, 2018

Micki Callahan

Human Resources Director

Department of Human Resources

Recruitment ID Number: 091379

CAT / LC / 415.554.4226

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click [here](#).

