



The Department of Personnel Services, Employment Services Division announces the exam for:

## **Legal Secretary I**

*Exam # 28109-D*

**Approximate Monthly Salary: \$4,108.14 - \$4,993.80**

### **DESCRIPTION**

Legal Secretary I is a journey level class and is characterized by a wide variety of general and legal clerical work which includes composing and typing legal documents and correspondence, processing of legal documents, and maintenance of legal case records. These duties are generally repetitive and require minimal supervision once office procedures are learned. Additionally, some positions in this classification may require the ability to take and transcribe oral dictation.

### **MINIMUM QUALIFICATIONS**

**Either:** One year of clerical experience involving the preparation and processing of legal documents for court action such as those described in the Examples of Duties (see class specification). Education or training from an accredited college, business school, or training school that is directly related to the Knowledge and Abilities specified for this class may be substituted for a maximum of six months of the required experience (15 semester units or 22 quarter units equal six months of experience).

**Or:** Completion of a curriculum approved by the Department of Personnel Services (formerly the Department of Personnel Management) in legal assisting, legal secretarial or legal stenographic work.

**Please refer to job announcement for cut-off dates.**

**(Final cut-off is at 5:00 PM on December 9, 2024)**

**Please see job announcement for important testing information.** This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at [www.sacountyjobs.net](http://www.sacountyjobs.net).

#### **IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS**

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."