



## OFFICE OF THE COUNTY COUNSEL

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DONNA R. ZIEGLER  
COUNTY COUNSEL

### CIVIL LEGAL SECRETARY

#### JOB SUMMARY:

The Office of the County Counsel provides legal services to the Board of Supervisors, elected officials and County departments and agencies. It consists of approximately 70 employees and is located in downtown Oakland at 12<sup>th</sup> and Oak Streets, near Highway 880 and BART.

Working a 37.5-hour week, you will be providing a wide range of civil legal secretary support activities in the areas of litigation and legal transactional matters. Duties include, but not limited to, civil legal document and correspondence preparation, calendaring, case/file management, court filings, and litigation activities. You will be part of a team working in a fast-paced environment.

#### QUALIFICATIONS NEEDED:

- The equivalent of three years of full-time experience performing the duties of a legal stenographer or legal secretary for attorneys or judges in a civil legal environment that included preparation of documents such as pleadings, briefs, legal memoranda and opinions, and other papers containing extensive legal citations.
- Completion of one year of legal secretarial training curriculum in a recognized business college may substitute for one year of the required experience listed above.
- The successful candidate will have experience in: e-filing (state and federal courts); preparing documents such as pleadings, briefs, legal memoranda, opinions, and other documents containing extensive legal citations, as well as pre-trial and trial documents; and case/document management software; Extensive knowledge of civil legal terminology, forms and documents; legal calendaring, indexing and file maintenance, and court filing procedures.**
- Expertise in Microsoft Office Suite and strong verbal and written communication skills.
- A typing certificate with a net typing speed of 50 net words per minute must be submitted. The certificate must be dated within six (6) months of the last day of filing and can be scanned and attached to your on-line application (under the resume tab).

#### COMPENSATION AND BENEFITS:

- The salary range is \$2,947.50 - \$3,582.75 biweekly (\$76,635.00 – \$93,151.50 annually). Benefits include medical and dental insurance for employee and dependents, life insurance, vacation leave, sick leave, holidays, defined retirement plan and a deferred compensation plan as well as other benefits

#### TO APPLY:

The job announcement for Civil Legal Secretary, online application and supplemental questionnaire forms are available at

<https://jobapscloud.com/Alameda/sup/bulpreview.asp?R1=23&R2=1242&R3=01>

**ONLY ONLINE APPLICATIONS WILL BE ACCEPTED**

**The deadline for filing your on-line application is Friday, November 17, 2023, at 5:00pm**