

Regional Transit Job Announcement

2810 O Street, Sacramento CA 95816 (916) 556-0298 www.sacrt.com

Legal Secretary Internal / External

Salary: \$51,852 - \$72,576 annually
(Plus Excellent Benefits)

Posting Date: February 8, 2018 (Thu)
Filing Deadline: February 28, 2018 (Wed)

SUPPLEMENTAL QUESTIONNAIRE AND TYPING CERTIFICATE ARE REQUIRED AT THE TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is to perform specialized legal clerical and general clerical work to support the Legal Department specifically in the area of litigation. This is accomplished by composing, typing and processing legal documents, correspondence and reports; organizing and maintaining case files; case scheduling and calendaring; and entering, tracking and recording department specific data. Other duties include submitting department payroll, maintaining department supplies and materials, and related administrative duties.

ESSENTIAL FUNCTIONS

Prepares and processes a wide variety of complex legal documents including court pleadings, correspondence and forms, such as orders, motions, subpoenas, discovery, affidavits, briefs, jury instructions, opinions, and other litigation-related documents. Transcribes information from various sources. Proofreads, edits, formats and revises documents and researches and verifies legal references or citations for accuracy. Maintains attorney and assignment calendars. Schedules depositions, hearings, and other meetings. Reviews and updates calendaring system in order to update discovery timelines, adjust extensions and meet litigation deadlines. Assembles, maintains and organizes case files and records, including scanning, identifying, indexing, and filing documents. Assists in developing clerical processing procedures. Manages department data by collecting, entering, tracking, and updating data into electronic database. Compiles information and data to prepare reports and utilizes applications to chart and display information for inclusion in reports. Coordinates travel plans, special events and meetings for staff. Prepares meeting materials. Receives and screens incoming calls, inquiries and requests for information and respond or forward to appropriate staff. Orders and maintains department supplies, and performs payroll and procurement activities for department.

MINIMUM QUALIFICATIONS

Education: High School diploma or equivalent and a minimum of six (6) months of advanced study or training in a specific vocational, administrative or technical nature. Accredited community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: Three (3) years of experience performing a full range of legal secretarial duties in the area of litigation involving the preparation and filing of legal documents.

Special Requirements, Licenses and/or Certifications: Legal secretarial certificate and/or paralegal certificate is preferred but not required.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

TYPING REQUIREMENT

Applicants must have the ability to type accurately at a net rate of 50 words per minute. At time of application, applicants must submit typing certificate, less than two (2) years old (dated between February 08, 2016 – February 28, 2018), and MUST include: (1) A statement that it was a 5-minute timed test; (2) Total gross words per minute and number of errors; (3) Date the typing test was administered; and (4) Name of instructor or certifying official administering the test. **Current Regional Transit employees in classifications with a typing requirement that is at or above the required net rate of 50 words per minute, do not need to submit typing certificates.**

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire, typing certificate and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire, typing certificate and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, February 28, 2018 at 5:00 p.m. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans

(Supplemental Questionnaire on Reverse Side)

Sacramento Regional Transit District Supplemental Questionnaire

Legal Secretary

Final Filing Date: Wednesday, February 28, 2018

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. From your administrative support work experience for a civil litigation team with a law firm or public agency, describe your experience with the following. In your response for each item, include the employer and number of years/months you performed the function.
 - Preparing or filing legal documents with the courts and the steps you take to ensure the documents comply with local rules.
 - Scheduling court dates, hearings, and depositions.
 - Preparing and editing written communications such as reports, memos, or correspondence.

2. Describe your experience with Abacus Law or other type of legal calendar/case management software used specifically for civil litigation. In your response, include the type of information you updated and monitored with the software, the employer and number of years/months you performed the function.