



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SECRETARY LEGAL

Class Code: 1924

Open Date: 09-25-15

(Exam Open to All, including Current City Employees)

### ANNUAL SALARY

\$53,592 to \$95,184

### NOTES:

1. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).
2. This salary range covers multiple pay grades within the class. Candidates from the eligible list normally are appointed to vacancies in the lower pay grade positions.
3. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### DUTIES

A Secretary Legal performs specialized secretarial work in connection with legal matters in the City Attorney's Office at the Department of Water and Power; may act as secretary to a Chief Assistant City Attorney; may assign, review and evaluate the work of a group of employees engaged in legal secretarial work, including applying sound supervisory principles and techniques in building and maintaining an effective work force and fulfilling equal employment opportunity responsibilities.

### REQUIREMENT

Two years of full-time paid experience as a legal secretary performing litigation document preparation under the California court system's filing requirements and procedures including electronic filings.

### NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. **In addition to the regular City application, all candidates must complete a Secretary Legal Qualification Questionnaire at the time of filing. The Secretary Legal Qualification Questionnaire is located within the Supplemental Question section of the City application. Applicants who fail to complete the Qualification Questionnaire will not be considered further in this examination, and their application will not be processed.**
3. Experience working with current legal software, document management programs, such as IManage or Soft Solutions, and Microsoft Word and Excel programs, is desired.
4. Some positions may require a valid California driver's license prior to appointment. Candidates will be disqualified and not eligible for appointment to these positions if their record within the last 36 months may not be eligible for appointment to these positions if their record within the last 36 months reflect three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

### WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### NOTES:

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be completed at the time of filing for you to be considered a candidate in this examination.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interviews in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from September 25, 2015 in the event that additional applicants need to be tested to meet hiring needs.

#### **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, OCTOBER 08, 2015.**

#### **QUALIFICATIONS REVIEW**

Should a large number of qualified candidates file for this examination, an expert review committee may be assembled to evaluate each candidate's qualifications for the position of Secretary Legal. In this evaluation, the expert review committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Qualifications Questionnaire. Those candidates considered by the Expert Review Committee as possessing the greatest likelihood of successfully performing the duties of a Secretary Legal, based solely on the information presented to the committee, will be invited to participate in the interview.

#### **SELECTION PROCESS**

**Examination Weight: Interview .....100%**

The examination will consist entirely of an evaluation of technical and personal qualifications by interview, emphasis will be placed on the knowledge of: legal and court procedures; legal forms and other essential data including legal terms and phraseology; court filing procedures and requirements; office procedures; safety principles and practices; City personnel rules, policies and procedures; the laws and regulations related to equal employment opportunity (EEO); fundamental principles and practices of supervision and the ability: to prepare legal forms with minimal instructions; organize, prioritize, and track legal proceedings; set-up and maintain a calendar system; understand and follow written and oral instructions; communicate orally and in writing in a clear and effective manner to convey legal information concisely; deal tactfully and effectively with employees, the public, and others; and other necessary skills, knowledge, and abilities.

Additionally, the interview board will consider the information in the candidate's Qualification Questionnaire in their overall evaluation of the candidates' qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **NOVEMBER 30, 2015 to DECEMBER 11, 2015.**

#### **NOTES:**

1. Applications are accepted subject to review to ensure minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
2. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such competitive candidates ahead of the promotional candidates.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. In conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

#### **Notice:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

#### **THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.