



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

LEGAL SECRETARY I OR II

Application Deadline: HAS BEEN EXTENDED to August 19, 2019

DEPARTMENT: District Attorney
LOCATION: Countywide
SALARY: Level I – Range 56 \$3358 \$3518 \$3692 \$3878 \$4074**
Level II – Range 60 \$3684 \$3864 \$4058 \$4265 \$4475**
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing (“Classic”) CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under general supervision, to perform specialized and responsible administrative, secretarial, and clerical work involving extensive knowledge of legal terminology and procedures; and do related duties as required.

ESSENTIAL JOB DUTIES: Performs office administrative activities and procedures; prepares legal documents; checks and reviews legal documents for completeness and conformance with established regulations and procedures; initiates and maintains case files; maintains control of flow of documents and calendars for court appearances; consults legal reference books to verify accuracy of documents; arranges information in the proper legal form; composes legal papers and documents for which general forms are available; assists in special projects; types and composes correspondence; sets up and maintains departmental legal records and files; reviews materials and correspondence and refers matters to attention of legal/management staff; maintains a variety of legal forms; handles and maintains the confidentiality of records and files; serves as receptionist, screening callers, providing information, answering complaints, or scheduling appointments.

EMPLOYMENT STANDARDS

Experience/Training/Education:

Level I: High school graduate or equivalent with three years of increasingly responsible legal, clerical, or similar experience.

Level II: One year of experience performing the duties of Legal Secretary I with Inyo County; **OR** four years of increasingly responsible clerical experience in a position requiring a substantial knowledge of legal terminology and procedure.

Knowledge of: Legal office operations, budgets, procedures, specific rules and precedents; various judicial levels and their jurisdictions; modern office methods and procedures; legal terminology, phraseology, documents, forms, and procedures; business English, including vocabulary, correct grammatical usage, and punctuation; reception and telephone techniques; general principles of legal clerical and secretarial functions; common office machines and computers and their operation.

Ability to: Perform difficult, responsible, and complex legal secretarial and clerical work with speed and accuracy and within deadlines; identify, use, and correct a wide variety of legal forms, documents, and terminology; operate office machines and input computer data; interpret and apply laws, rules, and written and oral directions to specific situations requiring the use of judgment and minimal supervision; use good judgment in recognizing the scope and limit of authority

delegated; follow oral and written directions; make simple arithmetical calculations; work cooperatively with coworkers and those contacted in the course of work. Ability to sit for prolonged periods of time, stand, walk, kneel, bend, twist, lift and carry up to 25 pounds, climb and descend stairs.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Special requirements: Must possess a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background investigation prior to employment.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.

APPLICATION: **This recruitment has been extended.** Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **August 19, 2019 (postmarks not accepted)**. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All Inyo County positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.