



County of Marin Legal Secretary I/II

SALARY	\$31.58 - \$43.58 Hourly \$2,368.50 - \$3,268.50 Biweekly \$5,131.75 - \$7,081.75 Monthly \$61,581.00 - \$84,981.00 Annually	LOCATION	San Rafael, CA
JOB TYPE	Full Time, Regular	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	1524-24-08	DEPARTMENT	District Attorney's Office
OPENING DATE	07/31/2024	CLOSING DATE	8/14/2024 11:59 PM Pacific
VACANCIES	1	WEEKLY SCHEDULE	37.5 hrs.
EQUAL EMPLOYMENT OPPORTUNITY (EEO)	The County of Marin is an Equal Opportunity Employer. Persons of color, women, individuals with disabilities, veterans, and adults of all ages are strongly encouraged to apply.	INDIVIDUALS WITH DISABILITIES	If you are a person with a disability and are unable to complete an online application or require an accommodation to participate in a recruitment, you must contact Human Resources at least five work days in advance of the testing step or interview. Please contact the Human Resources Staffing Division at (415) 473-2126 (CRS DIAL 711) .

ABOUT US

At the County of Marin, our employees overwhelmingly report feeling their work is meaningful, they like the work they do, and they are proud to tell people “I work for the County of Marin.” Discover more about us, our values, and our organizational culture on the [Department of Human Resources website](#). Read on to find out more about this opportunity.



The Marin County District Attorney's Office's primary mission is promoting safety through innovative and collaborative approaches to crime prevention and prosecution while maintaining our commitment to victims' rights, offender

rehabilitation, consumer protection, and public engagement.

ABOUT THE POSITION

The Legal Secretary's primary responsibility is to process misdemeanor and felony cases for jury trial and cases that have been held to answer (HTA) to Superior Court, which includes creating charging document, letter, and discovery request for HTAs. Legal Secretaries support attorneys with document preparation for court, such as transcribing recordings, creating jury instructions and verdict forms and motions. They also receive various documents to proofread/edit/finalize, such as motions, letters, and memos, and are responsible for sending to defense attorneys, officers, etc. Legal Secretaries maintain records and calendars and e-deliver documents to the courts for filing. They also update the office's charging language and CALCRIM jury instructions within Darwin. In addition, they work closely with local law enforcement for the preparation of search warrants, arrests warrants, bail enhancements, etc. The Legal Secretary works in a team of three and reports to the Legal Process Supervisor.

Current Vacancy: There is currently one (1) full-time vacancy for a Legal Secretary I or Legal Secretary II in the District Attorney's Office. However, candidates who meet the requirements for these positions may be considered for future vacancies in departments throughout the County while this list remains active. **We encourage you to apply now if you are interested in Legal Secretary I or Legal Secretary II assignments in any County Department.**

Flex recruitment: Candidates will be considered for the highest level for which they meet minimum qualifications.

ABOUT YOU

The Highly Qualified Candidate is well organized, detail-oriented, and performs thorough investigations. The candidate is a self-starter, is flexible in responding to changing priorities and assignments, and ensures that work meets set deadlines. The candidate has the ability to work independently and serve as a member of a team, working respectfully and collaboratively while developing positive working relationships with colleagues and staff, as well as representatives from partnering agencies. The candidate possesses clear written and verbal communication skills, a strong work ethic, good self-time management, and excels in a fast paced, progressive environment.

QUALIFICATIONS

Knowledge of:

- Legal office and justice system terminology, forms, documents, and procedures.
- Computer applications related to the work.
- Business arithmetic.
- Standard office practices and procedures, including filing, record keeping and the operation of standard office equipment.
- Correct business English, including spelling, grammar, and punctuation.

Ability to:

- Prepare a variety of accurate and detailed legal documents and forms.
- Edit and review complex legal and court documents for accuracy, format, and correct English usage.
- Learn the policies and procedures of the assigned office or court.
- Use sound independent judgment in following and applying appropriate laws, codes, regulations, policies, and procedures.
- Research and compile a variety of information.
- Maintain accurate legal office files.
- Compose correspondence or documents independently or from brief instructions.

- Organize own work, set priorities, work in a high-volume setting, and meet critical deadlines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

Any combination of education, training and experience that would provide the required knowledge and abilities. A typical way to qualify is:

Legal Secretary I

Two years of clerical experience in a court, criminal justice, or legal office setting, including some experience processing legal documents.

Legal Secretary II

One year of legal secretarial experience.

Special Requirements

Specified positions require clearance in a background investigation in order to access the Criminal Justice Information System and/or the California Law Enforcement Telecommunications Systems. **The District Attorney's Office requires successful completion of a background investigation.**

IMPORTANT INFORMATION

Hybrid schedule: The District Attorney's Office has embraced a **hybrid work schedule** that considers that some duties of this position may be performed remotely. However, the successful candidate must be able to report to County facilities for meetings, work assignments, and/or disaster service work upon short notice, as needed and deemed appropriate. During the initial probationary period, the successful candidate may be required to work primarily onsite before establishing a hybrid work schedule.

All applicants will receive email notifications regarding their status in the recruitment process. Please be sure to check your spam settings to allow our emails to reach you. You may also log into your GovernmentJobs.com account to view these emails.

Testing and Eligible List: Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list. The eligible list established from this recruitment may be used to fill the current vacancy, and any future vacancies for open, fixed-term, full-time or part-time positions which may occur while the list remains active.

First round selection interviews will be held via zoom on Wednesday, August 28, 2024
Second* round selection interviews will be held in-person on Wednesday, September 4, 2024

*Second round selection interview will include Assessment Testing for Microsoft Word 2019, Basic Grammar & Spelling,

Disaster Service Workers: All County of Marin employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Equal Employment Opportunity Employer: If you have questions regarding equal employment opportunities, please contact Roger Crawford, Equal Employment Opportunity Director, at 415-473-2095. If you have questions concerning this position announcement, please contact Colleen Beck at colleen.beck@marincounty.gov.

Agency

County of Marin

Address3501 Civic Center Drive
Room 124
San Rafael, California, 94903**Phone**

415 473-2126

Website<http://www.marincounty.org/jobs>**Legal Secretary I/II Supplemental Questionnaire*****QUESTION 1**

The minimum qualifications for the position are as follows: **Legal Secretary I: Two years of clerical experience in a court, criminal justice or legal office setting, including some experience processing legal documents. Legal Secretary II: One year of legal secretarial experience. Please indicate the experience you have below. (Select all that apply). Note: Your application must reflect all experience checked.**

- At least two years of clerical experience in a court, criminal justice or legal office setting, which includes some experience processing legal documents.
- At least three years of clerical experience in a court, criminal justice or legal office setting, which includes some experience processing legal documents.
- At least one year of legal secretarial experience
- None of the Above

***QUESTION 2**

Describe your civil or criminal legal secretarial experience within a District Attorney's Office or equivalent law office, or a court or criminal justice setting. If no legal secretarial experience, please respond N/A.

***QUESTION 3**

Describe your experience supporting attorney's in the preparation and processing of legal documents in court cases from initial pleadings through final resolution. Include in your response the types of documents processed and your role in the preparation and processing of the documents.

* Required Question