



MICHAEL N. FEUER

CITY ATTORNEY

POSITION ANNOUNCEMENT

LEGAL SECRETARY I

CIVIL, CRIMINAL AND MUNICIPAL BRANCHES

VARIOUS SECTIONS

ANNUAL SALARY: \$49,026 to \$60,906

OPENING:

The Office of the City Attorney is currently accepting applications for Legal Secretary I positions.

**DUTIES AND
RESPONSIBILITIES:**

This position serves as secretary to attorneys or administrators performing a full range of secretarial duties, including taking and transcribing dictation, taking minutes of meetings, typing and proofreading; maintaining databases, filing systems and appointment calendars; answering inquiries from the public or employees of other agencies over the telephone or in person; and ordering office supplies. Must demonstrate the ability to maintain the status of cases being handled; have knowledge of legal and administrative procedures, and sources of information. In addition, this position will assist with the general office workload and will learn all of the functions of the office and complete other duties as assigned.

REQUIREMENTS:

Applicants are required to pass a typing test at 60 wpm net with five (5) errors maximum, a spelling test with five (5) errors maximum and a dictaphone test. One year performing clerical or secretarial duties is required. Applicants must be proficient in Microsoft Word and have knowledge of legal procedures and terminology. This position requires a fast and accurate typist who pays close attention to detail, is able to work under pressure with minimal supervision, and can perform in a team environment. Reliable attendance and punctuality are essential. Applicants must be able to lift boxes (up to 25 lbs).

The City Attorney's Office **will not** be administering typing tests to candidates. Please see the attached "**Typing Certification Requirements.**"

The hours for this position are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**DESIRED
QUALIFICATIONS:**

The following qualifications are highly desirable:
Knowledge of state and federal court rules, litigation document preparation under the California Court system's filing requirement and procedures including electronic filings.

PROBATION:

Appointment to this exempt position (non Civil-Service) will be subject to a one (1) year probationary period as required by Section 1050 of the City Charter. Successful completion of the one (1) year probationary period will result in tenure with the office.

**APPLICATION
AND DEADLINE:**

Applicants interested in applying should submit their resume, valid typing certification, and cover letter indicating **LEGAL SECRETARY I**, via email only to atty.recruit@lacity.org.

The City Attorney's Office, Human Resources Division, will contact those applicants who have met the typing requirement and administer the Dictaphone test and spelling test at a later date.

Selected applicants will be invited to interview.

Hiring ongoing as positions become available.

THIS OFFICE IS COMMITTED TO EQUAL OPPORTUNITY IN ALL PHASES OF ITS EMPLOYMENT PRACTICES.
THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY.
TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL (213) 978-7150.

City of Los Angeles – City Attorney’s Office

TYPING CERTIFICATION REQUIREMENTS

Applicants for the position of **Legal Secretary** are required to submit a typing certification to demonstrate they meet the minimum typing requirements. Candidates who fail to provide a typing certification will be disqualified from the examination process. The Los Angeles City Attorney’s Office will not be administering typing tests to candidates. The typing certification must be issued by an agency or an accredited school within the last 12 months. **On-line issued typing certification will not be accepted.**

The typing certification **must meet the minimum 60 net words per minute**, have no more than five (5) errors, and be scored according to the following method: 5 minute timed typing exercise, showing a gross rate of speed and a net speed calculated by deducting one (1) word per minute for each error in the exercise.

Certification may be in the form of a certificate, letter, or test results form and **must** contain the following:

- ***Agency’s official emblem or watermark***
- ***Name of applicant***
- ***Number of minutes of the timed typing test***
- ***Number of gross words per minute***
- ***Number of net words per minute***
- ***Number of errors***
- ***Date of certificate***
- ***Signature of person certifying the certificate***
- ***Address and telephone number of agency***

The above information **MUST** be included on the certification. Applicants **WILL NOT** be contacted to correct the deficiency.

On the next page is a list of suggested local agencies and schools that administer typing tests and issue certification. It is advised that you call first to see if an appointment is required to take the typing test. Additional agencies that may provide typing certification can be found on www.servicelocator.org by entering the desired zip code.

ORGANIZATION NAME	5 MINUTE EXAM	CERTIFICATE PROVIDED	COST	HOURS
El Proyecto Work Source Center 9024 Laurel Canyon Blvd. Sun Valley, CA 91352	YES	YES	NO COST	Monday–Friday 8:00 a.m.-5:00 p.m. (818) 504-0334
Gardena One Stop Center 16801 S. Western Avenue Gardena, CA 90247	YES	YES	NO COST	Monday–Friday 8:00 a.m.-3:00 p.m. By Appointment Only (310) 217-9579
Inglewood One Stop Center 110 South LA Brea Avenue Inglewood, CA 90301	YES	YES	NO COST	By Appointment Only (310) 680-3700
Carson Career Center 801 E. Carson St., #117 Carson, CA 90745	YES	YES	NO COST	Monday–Thursday 7:00 a.m.-6:00 p.m. (310) 952-1762
Goodwill Industries of Southern CA 342 N San Fernando Rd. Los Angeles, CA 90031	YES	YES	NO COST	Monday–Friday 8:00 a.m.-5:00 p.m. (323) 539-2106
Montebello Adult School 149 N. 21st St Montebello, CA 90640	YES	YES	\$5	Monday–Wednesday 8:30 a.m.-3:00 p.m. 6:00 p.m.-9:00 p.m. Thursday 12:00 p.m.-3:00 p.m. 6:00 p.m.-9:30 p.m. Friday 9:00 a.m.-12:30 p.m. (323) 887-7844
North-West College 530 E. Union St. Pasadena, CA 91101	YES	YES	\$10	Monday–Thursday 8:30 a.m.-10:00 p.m. Friday 8:30 a.m.-5:00 p.m. (626) 796-5815
Los Angeles Harbor College 1111 Figueroa Place Wilmington, CA 90744	YES	YES	\$20	By Appointment Only (310) 233-4450

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT TYPING CERTIFICATION ISSUED BY ANY AGENCY INCLUDING THOSE LISTED MEETS THE REQUIREMENTS STATED ABOVE.