

LAW OFFICES OF
MAYOR JOSEPH L. ALIOTO
AND
✦‡ANGELA ALIOTO
700 MONTGOMERY STREET
SAN FRANCISCO, CALIFORNIA 94111
(415) 434-8700 • FAX (415) 438-4638
www.AliotoLawOffices.com

JOB ANNOUNCEMENT

Title: Legal Secretary/Assistant

Salary: Based on Experience

Summary: Under the general supervision of the Chief Operating Officer, performs a variety of legal secretarial and administrative functions to support the activities of the Firm's attorneys.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Updates and assures the accuracy of data bases.
- Resolves problems, creates solutions, and assures the quality of the legal documents and work products.
- Creates and maintains case files; researches files and computer databases.
- Updates automated and manual computer records and tracking systems.
- Types and proofreads legal documents; receives, opens, reviews, sorts and distributes mail; maintains attorney calendars; answers phones and accommodates walk-in clients; prepares purchase orders; manages travel arrangements; supervises filing procedures; coordinates and monitors assigned projects.
- Supports case preparation; reads and reviews reports; acquires background information; organizes trial orders, schedules and court filings; contacts witnesses, attorneys and others associated with cases; acquires and organizes case reports.
- Assists in gathering information litigation; prepares and follows up on subpoenas; prepares written and oral reports for internal and external audiences; routes legal documents to defendants, attorneys and courts for processing; maintains, tracks, and updates legal information; resolves routine problems; provides assistance and support in a variety of civil case activities.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of Federal and state laws, and County regulations, codes and written directives.
- Knowledge of the basic principles of record keeping, case files and records management.
- Knowledge of legal terminology, and court processes and procedures.
- Knowledge of personal computers utilizing a variety of software applications.
- Skill in establishing and maintaining cooperative working relationships with clients, court officers, employees, and the public.
- Skill in writing and completing accurate reports, legal documents and correspondence.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member, maintaining composure, and working effectively in a high-pressure environment with changing priorities.
- Skill in reading, understanding, and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.

Education, Experience, Certifications and Licenses:

- A high school diploma or GED, and four (4) years of relevant secretarial experience that includes two (2) years work in a legal office.
- Must possess State of California Driver's license and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.
- Excellent computer skills including Excel, Access, Word, PowerPoint, WordPerfect etc.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motions, such as typing and vision to monitor.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, and standard office equipment.