



# Legal Processing Specialist

Class Code:  
4941

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: May 1, 2012  
Revision Date: May 10, 2012

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under general supervision, the Legal Processing Specialist is a full-range lead worker and trainer performing a variety of the most complex legal document processing assignments and special projects, including training, leading, assigning, coordinating and reviewing the work of at least five or more legal processing assistants within a division or may be assigned to serve as a lead worker within a division's specialized unit or on a special project; and performs other related duties as assigned.

### DISTINGUISHING FEATURES

The Legal Processing Specialist is an advanced journey-level lead worker and trainer, and it is not a flexibly-staffed position. Employees must participate in the competitive examination process to advance to the Legal Processing Specialist. This classification is distinguished from the Court Supervisor in that the latter is a first-line supervisory position within a division, and supervises and evaluates the work of legal processing assistants whereas the Legal Processing Specialist is a full-range lead worker and trainer who assists the Court Supervisor or Division Chief in the day-to-day operations of a division or special project. The Legal Processing Specialist assists in the development of the division's training materials and procedural manual, assists in preparing and monitoring work schedules, assigns and coordinates work, and assists the Court Supervisor and/or Division Chief in preparing supporting documents for taking disciplinary actions and working on a special project.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in this classification does not necessarily perform all listed duties.

1. Serves as an assistant to the Court Supervisor and/or Division Chief; assists in preparing work schedules, including coordination of vacation, lunch breaks and a variety of leave requests on as needed basis; assists in the day-to-day operations of a division, specialized unit within a division or special project; and may provide leadership role in the immediate supervisor's absence.
2. Assists the Court Supervisor and/or Division Chief in training the legal processing assistants within a division, specialized unit within a division or special project; assists the Court Supervisor and/or Division Chief in developing training materials, maintaining and updating training and procedural manuals; trains and may serve as a resource expert to a group of five or more legal processing assistants and/or when assigned in a special project; assesses and makes recommendation on training needs; and provides on-going training within a division, division's specialized unit or special project.
3. Assists the Court Supervisor and/or Division Chief in providing technical assistance in the appropriate subject matter area within a division; may assist legal processing assistants in dealing and resolving complex problems, issues and complaints from the public; informs and provides findings to the Court Supervisor and/or Division Chief.
4. Prepares court calendars by coordinating arrangements with various departments and attorneys; prepares notices of hearings, court appearances or petitions; coordinates the flow of documents necessary for court assignments; prepares minute sheets; and enters actions from minute sheets into appropriate records.
5. Assists in receiving and examining a variety of legal documents for sufficiency of information, conformity, jurisdiction, completeness, timeliness and required supporting documentation; returns unacceptable documents, noting discrepancies and reasons for rejection; affixes seals and stamps to endorse, certify or file documents.
6. Provides primary courtroom clerk relief on as needed basis in all divisions; and may be required or designated as relief for other positions within the court.
7. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

(May qualify in either Option I or II)

### Option I

#### Experience:

Equivalent to four years of full-time experience as a Legal Processing Assistant with the Superior Court of California, County of Alameda.

### Or Option II

Education:

An educational level equivalent to a high school diploma or G.E.D.

And

Experience:

Equivalent to five years of full-time legal document processing experience in a court or related legal work environment. Experience as a trainer and/or lead worker is highly desirable.

## **KNOWLEDGE AND ABILITIES:**

***Knowledge of*** California codes and local rules of Court; purpose and processing of a variety of court-related legal documents, forms and records; modern office practices and procedures; functions and relations of the legal system, including the various divisions of the court; business English, including grammar, punctuation and spelling; business correspondence; operation of standard office equipment, personal computers; filing and record keeping systems.

***Ability to*** understand, explain and apply specific statutes, codes, laws, rules and regulations, and procedures; prepare and process a variety of legal documents; maintain complex legal records and files; plan and organize work, and lead staff; train, mentor, coordinate and review work of other legal processing assistants; develop and maintain training materials and manuals; interpret, explain and apply a variety of policies and procedures, rules and regulations; read and understand statutes and instructions related to court proceedings; prepare clear, concise and accurate records and reports; make mathematical calculations necessary to carry out assigned functions; develop and maintain work schedules; type at a speed of 45 net words per minute from a clear copy; walk, stoop, occasionally lift and carry a variety of legal documents and/or a box of files weighing up to 15 pounds; frequent need to reach for items above and below desk level; stand and sit for long periods of time; locate, identify and correct technical inaccuracies; enter and retrieve data from the Court's automated systems via computer; follow oral and written instructions; communicate orally and in writing; plan, organize work and effectively meet Court's deadlines work well under difficult and stressful situations; adapt to varying changes within the court system; establish a good rapport with judges, staff, attorneys, supervisors, managers and the public; and assist people from diverse socio-economic backgrounds in various emotional levels.

## **CLASS SPEC TITLE 6:**

**ESSENTIAL FUNCTIONS:**

Note: The specific duties may vary between assignments; however, the following are considered

essential job functions expected of the Legal Processing Specialist.

Frequent and ongoing use of a computer terminal

Periodic, regular and occasional contact with employees in other court divisions and courthouses, government agencies and the public with the ability to converse and to respond appropriately to inquiries and requests

Work with time constraints and under pressure in some situations

**PHYSICAL DEMANDS:**

1. Strength, dexterity and coordination and/or ability to use a computer keyboard and to read a video display terminal on a regular basis
2. Ability to listen to verbal requests from the public and court staff, and to respond appropriately
3. Ability to hear, to listen and to speak in order to communicate with court employees and the public
4. Dexterity and coordination to handle files and single pieces of paper
5. Occasional lifting of objects weighing up to 15 lbs., such as files, stacks of paper, reference books and a variety of materials
6. Standing and sitting for long periods of time is periodically required
7. Climbing up and down the stairs
8. Using a keyboard and video display terminal
9. Moving from place to place within an office or other court location

Date established: 4/12/12

RT/rt: Revised on 5/1/12