

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 50
Fiscal Year: 2009/2010
Posted Date: June 21, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)***

| Item # | Class/Title |
|---------------|--------------------------|
| 1 | 8106 Legal Process Clerk |

| Item # | Class/Title |
|---------------|---------------------------------|
| 2 | 8108 Senior Legal Process Clerk |

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
Suzanne Wong, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: LEGAL PROCESS CLERK
Job Code: 8106**

INTRODUCTION

Under direct supervision, the Legal Process Clerk performs detailed clerical work involving the processing of legal actions. The essential functions of this job include: reviewing, processing, routing and filing records; retrieving legal documents using various filing systems; responding to inquiries made in-person and over the telephone; answering questions pertaining to regulation requirements of documents; utilizing computer terminals to perform record researches and data entry; assembling legal papers and case files; filing motions and other legal papers; distributing mail and delivering legal papers; typing forms, memoranda, correspondence and notices. Some positions may require considerable public contact.

DISTINGUISHING FEATURES

The Legal Process Clerk is responsible for carrying out and explaining procedures which are more routine in nature and performing duties under closer supervision than the Senior Legal Processing Clerk.

SUPERVISION EXERCISED: None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Reviews, processes, routes, files, records such as marriage licenses, fictitious name statements, etc and retrieves legal documents such as court orders.
2. Responds to in-person and telephone inquires from the public, attorneys, litigants, witnesses, victims, police and other law enforcement agencies; checks files and computer records to locate requested information; provides information regarding court and office procedures.
3. Operates computer terminal to perform record researches and data entry functions.
4. Types forms, memoranda, correspondence and notices; assembles legal papers and case files.
5. Files motions and other legal papers in Superior and Municipal Courts.
6. Makes entries in the Register of actions; maintains registers of cases bound over to Superior Court.
7. Tallies and records dispositions of cases.
8. Distributes mail and delivers legal papers to courtroom.
9. Obtains records of prior convictions and imprisonment of felons by contacting criminal

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

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Job Code: 8106

justice agencies.

10. Reviews and routes motions to expunge and to seal and destroy records.

11. Examines legal documents to determine acceptability for recording or filing assesses and collects fees and taxes.

12. Answers questions pertaining to regulation requirements of documents; complies by departmental customer service policies in dealing with the general public

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: state and local codes, statutes, ordinances; technical knowledge; and legal terminology.

Ability to: perform clerical sorting, filing, code and index documents, records and correspondence using alpha, chronological and numerical filing systems; record and transfer information to and from forms, records and databases; read and comprehend legal terminology; input and retrieve data; communicate clearly and effectively and interact courteously with other staff and the general public.

Skill to: type 25 net words per minute.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. One (1) year (equivalent of 2,000 hours) of verifiable experience processing and/or researching documents in accordance with laws, codes and/or regulations in a legal, governmental, real estate or financial services environment;~~AND~~

~~2. Ability to type 25 words per minute net.~~

LICENSE AND CERTIFICATION

PROMOTIVE LINES

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: LEGAL PROCESS CLERK
Job Code: 8106**

ORIGINATION DATE: 9/16/68

AMENDED DATE: 8/6/99, 6/16/10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: SENIOR LEGAL PROCESS CLERK
Job Code: 8108**

INTRODUCTION

Under supervision, performs specialized clerical duties requiring a thorough knowledge of procedures and requirements relating to the department concerned; processes legal actions for court disposition; examines documents submitted for filing and recording; and performs related duties as required.

DISTINGUISHING FEATURES

The Senior Legal Process Clerk is responsible for processing and examining complex legal actions and documents, and for interpreting and explaining complex regulations and procedures. It is distinguished from Legal Process Clerk in that the latter is responsible for carrying out and explaining procedures which are more routine in nature and performing duties under closer supervision.

SUPERVISION EXERCISED:

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Receives and screens all processes issued by court for action and collects fees for prescribed services; accepts bonds to release property levied upon the Sheriff; signs releases on real property and salary attachments; and accounts for monies received by Sheriff from defendants and attorneys.
2. Responds to inquires made in person or by phone from the public, attorneys, litigants, witnesses, victims and other law enforcement agencies regarding legal attachments, evictions, writs of execution and funds in process of transmission.
3. Assists Attorneys in the process of cases by interviewing witnesses and recording their statements; prepares formal complaints and related reports; maintains calendar and dockets of court hearings on criminal cases; and prepares writs or warrants of attachment and execution to ensure proper completion.
4. Processes law suits filed against the City; files legal papers in Superior and Municipal Courts; maintains daily and weekly diary and notifies City Attorney's deputies of pleadings, appearances, depositions and other pertinent legal actions.
5. Processes and reviews legal documents and records such as hold orders, indictments, writs, certifications, marriage licenses and fictitious name statements; retrieves legal documents using alphabetical, chronological and numerical filing systems; indexes ordering of prior convictions for felonies using criminal identification and investigation records; performs data entry and checks files/computer records to locate requested information.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: SENIOR LEGAL PROCESS CLERK
Job Code: 8108**

6. Examines and reviews a wide variety of legal documents, applying relevant laws, codes and procedures, to determine whether they meet the prerequisites for recording; calculates fees for recordable documents, accepts payment, writes receipts and makes change; balances daily total of monies received; and explains provisions and regulations regarding recording of documents to title company representatives, realtors, attorneys and the public.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires knowledge of: state and local codes, statutes, ordinances; legal terminology; and technical knowledge necessary to examine a wide variety of legal documents.

Requires ability to: sort, file, retrieve, code and index documents using alphabetical, chronological and numerical filing system; perform record keeping; use a typewriter and/or a word processor; communicate clearly and tactfully with co-workers, clients, attorneys, litigants, and the general public; instruct subordinates on routine matters; read and comprehend legal terminology on various forms and letters; respond to customer inquiries in writing and interact with the public in a tactful and courteous manner.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Two (2) years (equivalent to 4,000 hours) of verifiable experience in processing and/or researching ~~legal~~-documents in accordance with laws, codes and/or regulations in a legal, governmental, real estate or financial services environment; ~~AND ability to type/keyboard 25 wpm. OR~~
2. 30 semester / 45 quarter units from an accredited college or university, with a minimum of 12 semester / 18 quarter units in business and/or law AND one (1) year (equivalent to 2,000 hours) of verifiable experience processing and/or researching documents in accordance with laws, codes and/or regulations in a legal, governmental, real estate or financial services environment.

~~Substitution: A certificate of completion of the Court Clerk training class from the San Francisco Community College District may be substituted for six (6) months of the required experience; OR An Associate of Arts Degree or related coursework of at least 15 semester units from an accredited college or university, with major coursework in business administration, law or a related field may be substituted for one (1) year of the required experience.~~

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: SENIOR LEGAL PROCESS CLERK
Job Code: 8108**

LICENSE AND CERTIFICATION

PROMOTIVE LINES

ORIGINATION DATE: 9/17/68

AMENDED DATE: 12/20/84, 7/2/99, 6/16/10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN
