

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

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

**Posting No:** 10  
**Fiscal Year:** 2021/2022  
**Posted Date:** 11/17/2021  
**Reposted Date:** N/A

**ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached)**

Item #	Job Code	Title
1	1455	Civil Legal Secretary I
2	1456	Civil Legal Secretary II

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Sue Hwang, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

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

**Title: Civil Legal Secretary I  
Job Code: 1455**

**DEFINITION**

Under supervision, provides civil legal secretarial and clerical services of a difficult, responsible and confidential nature for the City Attorney's Office; and performs related duties as required.

**DISTINGUISHING FEATURES**

This class is the journey level in the civil legal secretarial series and is distinguished from other secretarial and clerical classes by its knowledge and continuous use of civil legal terminology, documents and procedures. This class differs from class 1456 Civil Legal Secretary II in that positions in the latter class perform the most difficult and technical civil legal secretary work.

**SUPERVISION EXERCISED**

May supervise clerical support staff.

**EXAMPLES OF 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. Prepares and edits a wide variety of civil legal documents in proper format, including pleadings, briefs, correspondence, subpoenas, contracts, jury instructions, complaints, resolutions and ordinances, utilizing multiple word processing systems.
2. Abstracts information from various sources to put general information into proper legal form.
3. Maintains up-to-date knowledge of federal, state and local rules of civil procedure and practices according to jurisdiction.
4. Opens, maintains, monitors and closes civil legal case files and maintains correspondence and record files.
5. Maintains attorney appointment and civil case calendars; keeps abreast of important court dates and files legal documents with courts as mandated (including civil e-filing); assures complaints are responded to in a timely manner.
6. Provides information when possible by personally assisting callers, and exercises considerable judgment and discretion in dealing with confidential matters.
7. Prioritize duties and deadlines to accommodate work schedules of a large number of attorneys.
8. Performs related duties as required.

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

**Title: Civil Legal Secretary I  
Job Code: 1455**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Civil legal office practices, procedures, terminology and business English; civil filing (including e-filing) systems; rules of civil procedure; civil legal documents and forms.

Ability or Skill to: Operate modern office equipment and computer software; ability to independently compose correspondence; ability to understand and follow directions; ability to proof-read and solve problems including mathematical computations; communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Experience:

Two (2) years of verifiable experience as a civil legal secretary, administrative assistant, legal assistant or paralegal typing civil legal documents including petitions, motions, briefs, complaints and other legal forms.

License and Certification:

Substitution:

A certificate of completion in legal secretarial skills from a recognized college, university, or training program, which involved learning legal terminology and legal formats and forms, may substitute for six (6) months of the required legal secretarial experience. Proof of satisfactory completion must be submitted at the time of filing. A paralegal certificate from a recognized college, university, or training program may substitute for one (1) year of the required legal secretarial experience.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 11/xx/21

**AMENDED DATE:**

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMM

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

**Title: Civil Legal Secretary II  
Job Code: 1456**

**DEFINITION**

Under general supervision, provides civil legal secretarial and clerical services of an extremely difficult, responsible and confidential nature for the City Attorney's Office; may supervise a small group of clerical or Civil Legal Secretary I personnel or serve as a lead worker; and performs related duties as required.

**DISTINGUISHING FEATURES**

This class performs the most difficult civil legal secretarial duties. Incumbents in this class serve as a resource and lead worker.

**SUPERVISION EXERCISED**

May supervise a small staff of clerical employees and/or employees in class 1455 Civil Legal Secretary I.

**EXAMPLES OF 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. Prepares and edits a wide variety of legal documents in proper format including civil pleadings, briefs, correspondence, subpoenas, contracts, jury instructions and complaints, utilizing multiple word processing systems.
2. Serves as resource and lead, and provides support, guidance and training for clerical and/or Civil Legal Secretary I personnel in an area/team on all civil legal support and administrative functions; office and team protocols; policies and procedures; and computer programs. Enforces work rules and procedures.
3. Abstracts information from various sources and puts general information into proper legal form.
4. Assures that legal clerical work in assigned area is completed by deadlines; serves as resource person and may provide training for clerical personnel.
5. May plan, assign, coordinate and review the work of a small staff of clerical or Class 1456 Civil Legal Secretary I employees.
6. Opens, maintains, monitors and closes civil legal case files; maintains correspondence and record files.
7. Maintains attorney appointment and civil case calendars; keeps abreast of important court dates and files legal documents with courts as mandated (including civil e-filing); assures complaints are responded to in a timely manner.

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

**Title: Civil Legal Secretary II  
Job Code: 1456**

8. Screens office and telephone calls; personally assists callers by providing information when possible and exercises considerable judgment and discretion in dealing with confidential matters.
9. Performs related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Technical civil legal practices and procedures; civil filing systems (including e-filing); civil legal terminology; civil legal documents and forms; civil legal office procedures and practices including business English.

Ability or Skill to: Operate modern office equipment and computer software; ability to independently compose correspondence; ability to understand and follow directions; ability to proof-read and solve problems; computer/typing /keyboarding skills; written and oral communication skills; mathematical computations.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Experience:

Three (3) years of verifiable experience as a civil legal secretary, administrative assistant, legal assistant or paralegal typing civil legal documents including petitions, motions, briefs, complaints and other legal forms

License and Certification:

Substitution:

A certificate of completion in legal secretarial skills from a recognized college, university, or training program, which involved learning legal terminology and legal formats and forms, may substitute for six (6) months of the required legal secretarial experience. Proof of satisfactory completion must be submitted at the time of filing. A paralegal certificate from a recognized college, university, or training program may substitute for one (1) year of the required legal secretarial experience.

**SUPPLEMENTAL INFORMATION**

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

**Title: Civil Legal Secretary II  
Job Code: 1456**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 11/xx/21

**AMENDED DATE:**

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMM