

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: LEGAL OFFICE SPECIALIST (JOB CODE 519)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Attorney's Office	Chief Assistant City Attorney	Non-Exempt

CLASS SUMMARY

The Legal Office Specialist is a confidential clerical classification assigned to the City Attorney's Office. This classification supports the work of the City Attorney and other Attorneys and staff members in the City Attorney's Office. An incumbent in this classification is expected to possess considerable expertise in legal procedures, confidentiality, and must exercise considerable tact, discretion, and sound independent judgment in the performance of duties with a relatively high consequence of error. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Legal Office Specialist is distinguished from other classes in the administrative support series in that the incumbent provides responsible, confidential, administrative support services for the City Attorney and other attorneys and staff in the office. This classification differs from the higher level Legal Executive Assistant classification in that the latter is responsible for higher-level legal and administrative support tasks and for management and the Legal Office Assistant is primarily responsible for the clerical and operational functions of the office.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED, and
- Three (3) years of legal office support experience involving customer service, legal secretarial support services, and computer usage.

ACCEPTABLE SUBSTITUTION

None.

LICENSES/CERTIFICATIONS

None.

DESIRABLE QUALIFICATIONS

- Two (2) or more additional years of legal office support experience involving litigation support and records management
- Public sector legal support experience is highly desirable

OTHER REQUIREMENTS

- Must be able to perform the essential functions of the job assignment.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

LEGAL OFFICE SPECIALIST (519)

- Under general direction, the incumbent will: Prepares, proofreads, and processes a variety of legal correspondence, contracts, claims, memoranda, pleadings, reports, departmental assignments, and other documents
- Serves as receptionist for the City Attorney's Office, assisting internal customers and members of the public in-person, telephonically, and via electronic communication, routing calls, responding to inquiries, and providing information, as appropriate
- Performs basic research and compiles data for use by legal staff
- Performs contract management tasks
- Schedules appointments and meetings, maintains office master calendar, and maintains calendars of court filing and discovery response deadlines
- Assists with public meeting preparation including conflict of interest check
- Assists with preparation of litigation-related materials (e.g., discovery responses), Public Records Act responses, resolutions, and ordinances
- Establishes and maintains computer and/or paper files, record-keeping systems including record retention processes, workflow systems, and template forms
- Maintains inventory of departmental office supplies
- Copies and distributes written materials; sorts and distributes departmental mail
- Performs administrative tasks for the office such as booking travel and preparing reimbursement requests
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Modern legal office procedures, practices, and equipment
- Microsoft Office suite products, including but not limited to Word, Excel, PowerPoint, Teams, OneDrive, Sharepoint, and Outlook
- Legal practices, procedures, documents, and terminology including litigation-related rules, forms, and deadlines
- Federal, state, and local laws and regulations pertinent to the work of the City Attorney's Office
- Principles and practices of business and legal communication, including letter writing, proofreading, and formatting
- Principles and practices of customer service

Ability to:

- Communicate clearly and effectively, both verbally and in writing, by using correct English grammar, spelling, and punctuation
- Evaluate situations, identify problems, spot potential legal issues, and exercise initiative and sound independent judgment within established guidelines, and with clear communication to supervisory personnel
- Interpret, apply, and explain established laws, rules, policies, and procedures
- Work independently to research, analyze, investigate, and take action on work-related issues
- Perform arithmetic computations with speed and accuracy

LEGAL OFFICE SPECIALIST (519)

- File and maintain accurate records and database systems
- Proofread for accuracy, completeness, and compliance with legal form and procedure
- Handle multiple priorities, organize workload, and meet strict deadlines
- Organize and manage large document and data sets
- Maintain professionalism and composure at all times, including stressful situations
- Establish and maintain tactful, courteous, and effective working relationships with those contacted in the course of work, including other employees, the general public, opposing counsel, and court personnel
- Work effectively as part of a group or team to achieve common goals
- Maintain confidentiality and accuracy with highly sensitive information
- Take direction and follow established policies and procedures
- Sit for extended periods of time and operate assigned office equipment

SUPERVISION RECEIVED

Receives general supervision from the Chief Assistant City Attorney and the Legal Executive Assistant.

SUPERVISION EXERCISED

May assist in the training of other employees as assigned.

CLASSIFICATION HISTORY

Established 09/2005; Obsolete 12/2023; Established 07/2025; Revised 06/2026