

2023 MEF NEGOTIATIONS PACKAGE PROPOSAL C

TERM

- July 1, 2023 – June 30, 2026

WAGES

- Fiscal Year 2023-2024

3.5% general wage increase effective the first full pay period in Fiscal Year 2023-2024 following union ratification and Council approval in open session. Effective the first full pay period in Fiscal Year 2023-2024 following union ratification and Council approval in open session, all salary ranges for employees holding positions in classifications assigned to MEF shall be increased by approximately 3.5%.

- Fiscal Year 2024-2025

3% general wage increase effective the first full pay period of Fiscal Year 2024-2025. Effective the first full pay period of Fiscal Year 2024-2025, all salary ranges for employees holding positions in classifications assigned to MEF shall be increased by approximately 3%.

- Fiscal Year 2025-2026

3% general wage increase effective the first full pay period of Fiscal Year 2025-2026. Effective the first full pay period of Fiscal Year 2025-2026, all salary ranges for employees holding positions in classifications assigned to MEF shall be increased by approximately 3%.

WAGES AND SPECIAL PAY

- Protective Footwear (See Attached)
- 7.7, Call Back, and Standby Pay (As Proposed in City Package A)
- Meal Allowance (See Attached)
- Incorporation of Shift Differential Hours Side Letter Agreement (As Proposed in City Package A)
- Bilingual Pay (As Proposed in City Package B)
- Apparel Allowance (See Attached)
- Public Safety Radio Dispatcher Certification Pay (See Attached)

BENEFITS

- Health-In-Lieu (As Proposed in City Package A)

HOLIDAYS

- Holidays (As Proposed in City Package B)

CHILDCARE

- Childcare (As Proposed in City Package B)

2023 MEF NEGOTIATIONS PACKAGE PROPOSAL C

LEAVES

- Paid Parental Leave (As Proposed in City Package A)
- Library Holiday Schedule (As Proposed in City Package A)
- Library Holiday Leave (As Proposed in City Package A)

WORKING IN A HIGHER CLASSIFICATION

- Working in a Higher Classification (As Proposed in City Package A)

RETIREMENT ADMINISTRATIVE COSTS

- Retirement Administrative Costs (As Proposed in City Package A)

SIDE LETTERS

- Class Specification Reviews (As Proposed in City Package A)
- Side Letter on Community Service Officer I/II Duties and Senior Community Service Officers (As Proposed in City Package B)

OTHER

- Overpayments of Compensation (As Proposed in City Package A)
- Period of Memorandum of Agreement (As Proposed in City Package A)
- Definition of the Market (As Proposed in City Package A)
- Library Committees (As Proposed in City Package A)
- Employee Lists (As Proposed in City Package A)
- Position Reallocation Process (As Proposed in City Package A)
- Animal Services Night Shift (As Proposed in City Package A)
- Legal Administrative Assistant Classification Specification (See Attached)

DISCIPLINARY ACTION

- Discipline Appeals (Placeholder)

GRIEVANCE PROCEDURE

- Grievance Procedure (Placeholder)

PERFORMANCE APPRAISALS

- Annual Step Increases (Placeholder)

LAYOFF

- Layoffs & Bumping, and Layoff Reinstatement List (Placeholder)

HOUSEKEEPING

- Housekeeping – City Healthcare Program (As Proposed in City Package A)
- Housekeeping – Bereavement Leave (As Proposed in City Package A)

2023 MEF NEGOTIATIONS PACKAGE PROPOSAL C

TENTATIVE AGREEMENTS

- Airport Operations Specialist and Animal Services Officer Shifts
- Higher Class Pay Lists
- New Employee Orientation
- Release Time for Steward Training
- Bargaining Unit Representatives
- Employee Assistance Program for Part-Time Unbenefited Employees
- Holiday-in-Lieu for Public Safety Dispatchers Class Series
- Housekeeping - Sick Leave
- Public Safety Radio Dispatcher Training Pay

OTHER TERMS

This package proposal is submitted in an attempt to reach a settlement. In the event the package proposal is not accepted in its entirety, the City reserves the right to modify, amend and/or add proposals.

2023 CITY OF SAN JOSÉ – MEF NEGOTIATIONS

CITY COUNTERPROPOSAL TO MEF – PROTECTIVE FOOTWEAR

City Proposed Language:

WAGES AND SPECIAL PAY

12.11 Protective Footwear. The City agrees to provide a voucher for the purchase of protective footwear, which may include sole inserts, for up to ~~\$200-275~~ for employees in Fiscal Year 2023-2024 when it is determined by the Director of Human Resources or designee that protective footwear is required for the employee. In Fiscal Year 2024-2025, the voucher shall be up to \$300, and in Fiscal Year 2025-2026, the voucher shall be up to \$325. Protective footwear shall meet established Occupational Safety and Health Administration's (OSHA) standards, current American National Standard for Personal Protection- Protective Footwear standards and requirements as determined by the City Safety Officer or designee. The City will replace protective footwear as needed, but no more than once per calendar year. The City will replace the employee's safety shoes if they are damaged beyond use due to a workplace incident. An individual may select an approved style that is more expensive than the City maximum by paying the difference. Employees in classifications who are entitled to receive a uniform allowance as provided in Article 12.10 above are not eligible to receive a voucher for protective footwear under this provision.

2023 CITY OF SAN JOSÉ – MEF NEGOTIATIONS

MEF COUNTERPROPOSAL TO CITY – MEAL ALLOWANCE

MEF Proposed Language on May 3, 2023:

WAGES AND SPECIAL PAY

12.13 Meal Allowance. In the event an employee is assigned to work 16 or more consecutive hours, the City, at its option, will either provide the employee ~~ten~~ fifteen dollars (~~\$10~~\$15) as a meal allowance or provide a meal to the employee.

In the event an Airport employee is assigned to work 16 or more consecutive hours, the City, at its option, will either provide the employee twenty dollars (\$20) as a meal allowance or provide a meal to the employee.

CITY COUNTERPROPOSAL – APPAREL ALLOWANCE

City Proposed Language:

12.12 Apparel Allowance. An annual Apparel Allowance shall be paid to eligible employees regularly assigned to the classifications listed below, provided that such employees are required, in the performance of the assigned duties of such classifications, to wear approved apparel.

12.12.1 Apparel Allowance not to exceed one-hundred dollars (\$100) annually shall be paid to the following classifications:

- Code Enforcement Inspector I (3938)
- Code Enforcement Inspector II (3939)

~~12.12.2 Apparel Allowance not to exceed fifty dollars (\$50) annually shall be paid to the following classifications:~~

- Senior Airport Operations Specialist I (3514)
- Senior Airport Operations Specialist II (3516)
- Senior Airport Operations Specialist III (3518)
- Zoo Keeper FT (6353)

12.12.~~2~~1.1 Employees in the Zoo Keeper FT (6353) classification will be responsible for providing their own pants. The City will not provide pants for employees in the Zoo Keeper FT (6353) classification.

**CITY PROPOSAL – PUBLIC SAFETY RADIO DISPATCHER
CERTIFICATION PAY**

City Proposed Language:

ARTICLE 12 WAGES AND SPECIAL PAY

12.XX Public Safety Radio Dispatcher Certification Pay. Incumbents in the following classifications who possess an Emergency Fire Dispatch (EFD) certification and an Emergency Medical Dispatch (EMD) certification shall be eligible to receive a 3.00% non-pensionable premium pay.

- Public Safety Radio Dispatcher Trainee (8532)
- Public Safety Radio Dispatcher FT/PT (8514/8534)
- Senior Public Safety Dispatcher FT/PT (8513/8533)
- Supervising Public Safety Dispatcher (8512)

**CITY PROPOSAL – LEGAL ADMINISTRATIVE ASSISTANT SERIES
CLASSIFICATION SPECIFICATION REVISIONS**

On March 15, 2023, the City provided the attached proposed classification specification revisions for the Legal Administrative Assistant series to MEF for review. These revisions were drafted in coordination with the City Attorney's Office for reasons, including, but not limited to addressing recruitment and retention issues.

MEF responded on March 24, 2023, citing Article 3.1.4 of the MEF Memorandum of Agreement (MOA), and indicated that MEF was not interested in meeting and conferring on these proposed classification specification revisions outside of negotiations on a successor MOA. The City disagrees with MEF's interpretation of Article 3.1.4 of the MEF MOA and reserves the right to dispute MEF's interpretation in the future. Nonetheless, while the City believes that these classification specifications could be efficiently addressed outside of successor MOA negotiations, as other similar issues have in the past, the City is proposing these changes at the successor MOA negotiation table at MEF's request.

Attachment – Legal Administrative Assistant Series Classification Specification Revisions

City of San José
CLASS SPECIFICATION

**Title: ~~Legal Administrative Assistant Trainee (1165)~~
Legal Administrative Assistant I/II/III FT/PT
(1167/1153/1168/1154/XXXX/XXXX)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Attorney's Office	Varies	Non-exempt

CLASS SUMMARY

Under immediate (~~Legal Administrative Assistant Trainee and~~ Legal Administrative Assistant I) to general supervision (Legal Administrative Assistant II/III) performs a variety of legal administrative assistant duties within the Office of the City Attorney; drafts, proofreads, and reviews legal materials to ensure conformance to standard legal and office style and accuracy, including accuracy of citations and code references; identifies applicable procedural rules and statutes; performs work related to a variety of legal matters; serves as contact person in answering inquiries and complaints, providing information related to the Office of the City Attorney. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The ~~Legal Administrative Trainee~~ Legal Administrative Assistant I/II/III is a flexibly staffed ~~trainee~~/entry/journey class in the Legal Administrative series, described as follows:

~~Legal Administrative Assistant Trainee— This is the trainee level class in the Legal Administrative Assistant series responsible for providing administrative support within the Office of the City Attorney by learning the diverse tasks, policies, procedures and document preparation standards within the department. Work is highly supervised while in progress and fits an established structure or pattern. This class is distinguished from the higher level class of Legal Administrative Assistant I in that the incumbents of that class have learned department operations, procedures and standards and perform the more routine legal document preparation. This class is distinguished from classes in the Office Specialist series in that the incumbents of that series perform general clerical work, whereas incumbents of this class perform specialized work involving the use of legal terminology and procedures.~~

Legal Administrative Assistant I – This is the ~~second and~~ first working level class in the Legal Administrative Assistant series responsible for providing administrative support within the Office of the City Attorney. Positions at this level are not expected to function with the same knowledge or skill level as positions allocated to the Legal Administrative Assistant II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work continues to be supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Legal Administrative Assistant II - This is the journey level class in the Legal Administrative Assistant series responsible for performing the full range of legal administrative support duties within the Office of the City Attorney. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Legal Administrative Assistant III - This is the advanced journey-level class in the Legal Administrative Assistant series responsible for providing the full range of legal administrative support duties within the Office of the City Attorney. Positions at this level rely on experience and judgment to ensure the efficient and effective completion of tasks. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to operating procedures and policies of the work unit. Legal

City of San José
CLASS SPECIFICATION

**Title: ~~Legal Administrative Assistant Trainee (1165)~~
Legal Administrative Assistant I/II/III FT/PT
(1167/1153/1168/1154/XXXX/XXXX)**

Administrative Assistant III is distinguished from Legal Administrative Assistant I/II in that they may provide training to lower level staff by assigning, reviewing and providing feedback on tasks.

QUALIFICATIONS

Minimum Qualifications Education and Experience

~~Legal Administrative Assistant Trainee~~

~~Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND experience equivalent to two (2) years of responsible experience in stenographic (transcription or word processing) and clerical work, preferably with one (1) year of experience having been acquired in a law office.~~

Legal Administrative Assistant I

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND ~~experience equivalent to one two (12)~~ years of experience in legal administrative assistant work preparing and formatting legal documents such as pleadings, briefs, contracts, ordinances, resolutions or other transactional documents.

Legal Administrative Assistant II

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND ~~experience equivalent to~~ three (3) years of experience in legal administrative assistant work ~~including one (1) year of~~ preparing and formatting ~~complex~~ legal documents such as pleadings, briefs, contracts, ordinances, resolutions or other transactional documents.

Legal Administrative Assistant III

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND four (4) years of experience in legal administrative assistant work including two (2) years of experience in Civil Litigation practice utilizing on-line legal software to create Table of Authorities, preparing and formatting complex legal documents such as correspondence, pleadings, briefs, contracts, ordinances, resolutions or other transactional documents.

Acceptable Substitution

~~Legal Administrative Assistant Trainee~~

~~A certificate and/or degree in legal secretarial studies or related field, or an Associate's Degree from an accredited college may be substituted for one (1) year of responsible experience stenographic (transcription or word processing) and clerical work.~~

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

City of San José
CLASS SPECIFICATION

**Title: ~~Legal Administrative Assistant Trainee (1165)~~
Legal Administrative Assistant I/II/III FT/PT
(1167/1153/1168/1154/XXXX/XXXX)**

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility – Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Multi-Tasking – Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Planning – Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

City of San José
CLASS SPECIFICATION

**Title: ~~Legal Administrative Assistant Trainee (1165)~~
Legal Administrative Assistant I/II/III FT/PT
(1167/1153/1168/1154/XXXX/XXXX)**

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Performs administrative support duties for attorney and other staff, such as screening visitors and calls; processing and distributing mail; arranging schedules; maintaining attorney's appointments, departmental, and litigation calendars and reminders; and handling travel-related details.	Daily/Several Times
2.	Prepares, proofreads, and reviews materials such as legal papers, contracts, amendments, ordinances, resolutions, discovery, pleadings and court documents to ensure accuracy of dates, clarity of wording and language, conformance to standard legal style, consistency between clauses and/or provisions, verification of accuracy of citations and code references through use of the law library and various websites, and completeness of all appropriate supporting documentation; notes necessary changes, additions, deletions, and corrections for review and approval by an attorney or supervisor.	Daily/Several Times
3.	Drafts and formats a variety of legal and general documents on a word processor; composes correspondence, memoranda and other material from verbal instruction, or independently as appropriate; utilizes a document management system.	Daily/Several Times
4.	Works with various software applications as they relate to the preparation and filing of legal and other documents; operates standard office machines and equipment.	Daily/Several Times
6.	Prepares and updates the confidential Closed Session agenda and Brown Act required documents.	Daily/Several Times
7.	Serves as contact person in answering inquiries and complaints from multiple sources; forwards inquiries, complaints and messages to appropriate staff for action; provides information related to the work of the Office to the public, law firms, courts, and various City, County, State, Federal, other public and private agencies/entities; routinely obtaining information as requested or needed.	Daily
8.	Performs work related to a variety of legal matters such as: discovery, tables of contents and points of authorities, tort claims and litigation, personnel matters, code enforcement, eminent domain, contracts, appropriations, taxes, land use, general plan, zoning; political activities, community development and various other categories of legal work; researches and identifies applicable procedural rules and statutes.	Daily
9.	Provides assistance upon request and/or coordinates with other Legal Administrative Assistants in the Office; and participates in the orientation and various trainings on specific position to other office staff. Assists in the development of office procedures as requested.	Daily
10.	Performs other related duties as assigned.	As Required

City of San José
CLASS SPECIFICATION

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PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY (Formerly titled *Legal Secretary I/ II*), Created 5/80, Rev. 1/83, Rev. 1/84, Rev. 7/90, Rev. 7/98, Rev. 09/03, Rev. 09/18, Rev. & Ret. 12/18 (Formerly *Legal Administrative Assistant I/II C*); s005, Rev. XX/23; s006.

City of San José
CLASS SPECIFICATION

Title: Legal Administrative Assistant I/II/III FT/PT
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DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
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CLASS SUMMARY

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QUALIFICATIONS

Minimum Qualifications

Education and Experience

Legal Administrative Assistant I

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND two (2) years of experience in legal administrative assistant work preparing and formatting legal documents such as pleadings, briefs, contracts, ordinances, resolutions or other transactional documents.

City of San José
CLASS SPECIFICATION

Title: Legal Administrative Assistant I/II/III FT/PT
(1167/1153/1168/1154/XXXX/XXXX)

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Legal Administrative Assistant III

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

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- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility – Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Multi-Tasking – Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

City of San José
CLASS SPECIFICATION

Title: Legal Administrative Assistant I/II/III FT/PT
(1167/1153/1168/1154/XXXX/XXXX)

- Planning – Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
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2.	Prepares, proofreads, and reviews materials such as legal papers, contracts, amendments, ordinances, resolutions, discovery, pleadings and court documents to ensure accuracy of dates, clarity of wording and language, conformance to standard legal style, consistency between clauses and/or provisions, verification of accuracy of citations and code references through use of the law library and various websites, and completeness of all appropriate supporting documentation; notes necessary changes, additions, deletions, and corrections for review and approval by an attorney or supervisor.	Daily/Several Times
3.	Drafts and formats a variety of legal and general documents on a word processor; composes correspondence, memoranda and other material from verbal instruction, or independently as appropriate; utilizes a document management system.	Daily/Several Times
4.	Works with various software applications as they relate to the preparation and filing of legal and other documents; operates standard office machines and equipment.	Daily/Several Times
6.	Prepares and updates the confidential Closed Session agenda and Brown Act required documents.	Daily/Several Times
7.	Serves as contact person in answering inquiries and complaints from multiple sources; forwards inquiries, complaints and messages to appropriate staff for action; provides information related to the work of the Office to the public, law firms, courts, and various City, County, State, Federal, other public and private agencies/entities; routinely obtaining information as requested or needed.	Daily

City of San José
CLASS SPECIFICATION

**Title: Legal Administrative Assistant I/II/III FT/PT
 (1167/1153/1168/1154/XXXX/XXXX)**

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8.	Performs work related to a variety of legal matters such as: discovery, tables of contents and points of authorities, tort claims and litigation, personnel matters, code enforcement, eminent domain, contracts, appropriations, taxes, land use, general plan, zoning; political activities, community development and various other categories of legal work; researches and identifies applicable procedural rules and statutes.	Daily
9.	Provides assistance upon request and/or coordinates with other Legal Administrative Assistants in the Office; and participates in the orientation and various trainings on specific position to other office staff. Assists in the development of office procedures as requested.	Daily
10.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY (Formerly titled Legal Secretary I/ II), Created 5/80, Rev. 1/83, Rev. 1/84, Rev. 7/90, Rev. 7/98, Rev. 09/03, Rev. 09/18, Rev. & Ret. 12/18 (Formerly Legal Administrative Assistant I/II C); s005, [Rev. XX/23](#); s006.