



COUNTY OF MONO

JOB ANNOUNCEMENT

FIRST REVIEW DEADLINE: 09/20/20 Open until filled	LEGAL SECRETARY/OFFICE MANAGER Mono county Counsel's Office (Administrative Services Specialist Classification) Mammoth Lakes, CA	SALARY Range: 69 \$5052 - \$6141
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The County of Mono is accepting applications for a Legal Secretary/Office Manager (Administrative Services Specialist classification) for the Office of the County Counsel in Mammoth Lakes, CA.

Examples of Duties: Provides highly specialized administrative management and support for the Mono County Counsel's office, including: preparing, indexing and maintaining office files; purchasing and maintaining office supplies; assisting with the development and monitoring of office budget and expenditures; making travel and court appearance arrangements; updating legal treatises and maintaining law library; preparing invoices, reimbursement requests, warrants, receipts, and other items; monitoring on-going fiscal expenditures, revenues, fund transfers, and purchase orders; preparing agenda items for submission to the County Board of Supervisors; preparing correspondence, reports, flyers, presentations or other materials; proofreading and formatting documents; drafting cover letters and similar communications; processing mail; posting agendas; answering office phones; preparing office payroll documents; under attorney direction preparing court filings and forms; taking meeting minutes; organizing and tracking attorney schedules and deadlines; calendaring court matters, performing and summarizing factual and legal research; providing specialized and confidential administrative support; tracking and managing attorney continuing legal education requirements and bar membership; and performing other tasks as requested to ensure smooth office functioning.

Desirable Skills and Qualifications: *Proficiency in:* word processing and computer applications including Microsoft Word, Excel and PowerPoint software programs; filing, indexing and cross-referencing methods; scheduling and calendaring; typing (50 wpm); and professional office administrative support and/or management. *Ability to:* provide organized and efficient administrative support, management and record keeping for a busy law office; organize and track a large quantity of material, including legal documents, emails, paper mail, invoices, voice messages and calendars; analyze situations accurately and determine an effective course of action; learn and master software programs and functions used by Mono County including Novus agenda software, Innoprise and OpenGov financial software, AdobeSign and Sharepoint; learn and master legal secretarial functions (including preparation of civil legal documents, civil law practice, terminology and court rules, court filing and calendaring procedures and law library management); prioritize workload to meet established timelines and special requests; work within multiple time frames and deadlines; establish and maintain cooperative working relationships; operate a County vehicle for work purposes; and maintain confidentiality of materials and use discretion in sensitive situations.

Ability and Willingness: To deal tactfully and courteously with the public, other County staff, and representatives of other government agencies. Establish and maintain cooperative working relationships. Learn the systems, policies and functions of the County Counsel's office and the County to effectively function within the organization.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of increasingly responsible experience performing administrative and office management services in a law office, court or other professional office, including performing a variety of administrative support and fiscal tasks.

Application Process: For a complete job description and application visit the Mono County Website: www.monocounty.ca.gov.

Completed applications: To be considered in the first round of review, applications must be received by September 20, 2020 at 5:00 pm.