

**ATTACHMENT A**

**Create the classification of Legal Secretary I, retitle Legal Secretary to Legal Secretary II and consolidate the Senior Legal Secretary Classification with the Legal Secretary III with the salary ranges as indicated below:**

Classification Title: <b>Legal Secretary I</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$20.446	\$21.571	\$22.757	\$24.008	\$25.329	\$26.595	\$27.925	80B21	18	OC	8810	J	N
\$1,635.69	\$1,725.64	\$1,820.55	\$1,920.67	\$2,026.30	\$2,127.62	\$2,234.00						
\$3,544	\$3,739	\$3,945	\$4,161	\$4,390	\$4,610	\$4,840						

\*provided for information purposes only

Classification Title: <b>Legal Secretary II</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$23.513	\$24.806	\$26.171	\$27.610	\$29.128	\$30.585	\$32.114	80B22	18	OC	8810	J	N
\$1,881.05	\$1,984.50	\$2,093.65	\$2,208.79	\$2,330.27	\$2,446.78	\$2,569.12						
\$4,076	\$4,300	\$4,536	\$4,786	\$5,049	\$5,301	\$5,566						

\*provided for information purposes only

Classification Title: <b>Legal Secretary III</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$25.979	\$27.408	\$28.916	\$30.505	\$32.183	\$33.793	\$35.482	80B26	17	PP	8810	J	N
\$2,078.32	\$2,192.64	\$2,313.28	\$2,440.40	\$2,574.64	\$2,703.44	\$2,838.56						
\$4,503	\$4,751	\$5,012	\$5,288	\$5,578	\$5,857	\$6,150						

\*provided for information purposes only

**Adjust the salary ranges of the Supervising Legal Secretary, Legal Assistant, Legal Process Clerk and Legal Typist as indicated below:**

Classification Title: <b>Supervising Legal Secretary</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$28.578	\$30.149	\$31.807	\$33.557	\$35.402	\$37.172	\$39.031	80B24	17	OC	8810	J	E
\$2,286.21	\$2,411.95	\$2,544.59	\$2,684.54	\$2,832.18	\$2,973.79	\$3,122.48						
\$4,953	\$5,226	\$5,513	\$5,817	\$6,136	\$6,443	\$6,765						

\*provided for information purposes only

Classification Title: <b>Legal Assistant</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$25.524	\$26.927	\$28.408	\$29.971	\$31.619	\$33.200	\$34.860	39C01	13	OC	8810	J	N
\$2,041.90	\$2,154.20	\$2,272.67	\$2,397.66	\$2,529.52	\$2,656.00	\$2,788.80						
\$4,424	\$4,667	\$4,924	\$5,195	\$5,481	\$5,755	\$6,042						

\*provided for information purposes only

Classification Title: <b>Legal Process Clerk</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$21.717	\$22.912	\$24.172	\$25.501	\$26.903	\$28.249	\$29.661	80D23	18	OC	8810	J	N
\$1,737.37	\$1,832.92	\$1,933.73	\$2,040.07	\$2,152.27	\$2,259.89	\$2,372.88						
\$3,764	\$3,971	\$4,190	\$4,420	\$4,663	\$4,896	\$5,141						

\*provided for information purposes only

Classification Title: <b>Legal Typist</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$20.817	\$21.962	\$23.170	\$24.444	\$25.789	\$27.078	\$28.432	80B11	18	OC	8810	J	N
\$1,665.38	\$1,756.97	\$1,853.60	\$1,955.54	\$2,063.09	\$2,166.25	\$2,274.56						
\$3,608	\$3,807	\$4,016	\$4,237	\$4,470	\$4,694	\$4,928						

\*provided for information purposes only

### Abolish Classifications

Title	Class Code
Legal Support Coordinator	39C03
Senior Legal Process Clerk	80D86