**Classification(s):** Legal Secretary

**Position Number:** **535-140-1282-004**

**Division/Office**: **Chief Counsel’s Office**

**Collective Bargaining Identifier (CBID):** **R04**

**Work Week Group (WWG): WWG2**

**Conflict of Interest (COI):**  **Yes**   **No**

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

**Job Description**

Under the general supervision of the Legal Support Supervisor I, the incumbent will perform the full range of Legal Secretarial duties. Incumbent must possess the skills, knowledge, and have the ability to adapt to workload, assignment changes, and work under pressure while meeting all legal deadlines. Incumbent must apply appropriate rules of courts and file at all levels of state and federal jurisdiction.

The incumbent will act as support staff for the Assistant Chief Counsel, Attorney IV, and Attorneys I and III for a complex legal program. The Assistant Chief Counsel supervises a large professional staff of attorneys in support of Business, Administrative, Litigation, and House Counsel: Power-Plant Licensing; Proceedings for State and Federal Intervention; CEC Policy Rulemaking; Information Technology Procurement; Contracts, Grants and Loans; Requests for Confidentiality; Public Records Act Requests; Budget Proposals; and Budget Expenditure Reports. Incumbent will communicate effectively both in writing and orally; have knowledge of legal terminology; operate a personal computer with specific software programs; and evaluate and prioritize daily workload in the performance of the following duties and responsibilities:

## Essential Duties

45% Performs complex secretarial work with minimum instructions. Types, formats, and serves legal pleadings which include petitions, briefs, opinions, notices, motions, subpoenas, subpoenas duces tecum, and declarations in multiple statewide jurisdictions. Generates and marks Table of Contents, Topical Indexes, and Table of Authorities for presentation in litigation; coordinates and schedules court-related hearings and services with specific instructions; prepares the Administrative Record, identifying and assembling the Exhibits and Discovery documents; bate-stamping and redacting of the documents and preparing an index, a certification and a transmittal letter, and serves the Record to the appropriate parties. Maintains a legal calendar; proofreads legal documents for format style and errors; reproduces, files and serves (including electronically); and ensures that documents are prepared in accordance with legal requirements.

35% Maintains filing system for court cases, siting cases, administrative cases, appeal cases, legal research files, confidential records, and all other types of legal office files. Maintains log systems to include status of actions in progress. Assist to maintain the Energy Commission’s official dockets: receives, registers, scans, distributes, and maintains the official files and records of all Energy Commission adjudicative and rule-making proceedings, in accordance with established recordkeeping protocols. Acts as Project Coordinator for one or more legal office assignments which includes Public Records Act Requests and Requests for Confidentiality; Records Management for the Law Library and Central Case Files which includes reviewing invoices for payment and reconciling discrepancies in charges; acquires and maintains all Energy Commission Orders and Resolutions; tracks History of Cases and Archives all closed office case files. The assignments require giving accurate information and providing assistance using good judgment and discretion.

15% Directs public, private, and governmental inquiries to the appropriate legal counsel. Makes travel and training arrangements and prepares and processes the appropriate forms. Reproduces, faxes, and electronically sends correspondence, legislative bills and amendments, and other documents requested by legal counsel.

## Marginal Duties

5% Perform other duties as required, consistent with the specifications of the classification.

## Working Conditions

Work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position. This position requires the individual to be in the office during regular office business hours of 8 a.m. – 5 p.m.

**Employee’s Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee’s Name (Print):**

**Employee’s Signature**: **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor’s Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor’s Name (Print):**

**Supervisor’s Signature**: **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_