Seasonal Clerk

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF OPERATIONS
LEGAL SUPPORT OPERATIONS
DUTY STATEMENT

NAME:
JOB TITLE: Seasonal Clerk
POSITION NUMBER: 420-033-1120-901

STATEMENT OF DUTIES: The Seasonal Clerk will provide light clerical and administrative assistance to members of the Flexible Administrative Support Team, Legal Support management, and legal secretaries.

SUPERVISION RECEIVED: Under the general direction of the Office Manager and close supervision of the Business Services Officer (Supervisor) or Legal Support Supervisor.

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS: Employee may be required to perform tasks that require bending/stooping, carrying/lifting up to 25 pounds, climbing, kneeling, reaching/twisting, manual dexterity (grasping/keyboarding), pushing/pulling, prolonged standing/sitting, frequent walking. Employee is expected to use natural or assisted bearing and vision and be able to speak in a clear and professional manner in English to the public, clients and co-workers either in person or over the telephone. Employee works at a desk or in a cubicle in a workspace that may or may not have a window. More than one person may be assigned to the same workspace. The office occupies three upper floors in a high-rise building, as well as space on the ground floor and in the basement. The building is a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Business Services Support
Assist members of the FAST with special reports, events and projects; perform other business service/legal support function as needed. Provide coverage in reception and the mailroom as needed. Copy and scan documents and deliver supplies. Provide backup support for video conferencing, requiring knowledge of video conferencing equipment technical requirements, specifications and functionality.

40% Legal Support
Setup, update and close case files. Create indexes of case files by reviewing exhibits and pleadings. Ensure transcripts are up-to-date. Prepare travel expense claims, schedule appointments, meetings, and conference calls. Receive Service of Process and route court documents to appropriate staff.

20% Marginal Functions
Assist with special reports, events and projects; perform other business service/legal support functions as departmental needs require.

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I have read and understand the essential functions and typical physical demands required of the job and I am able to perform the essential functions with or without Reasonable Accommodation. (*Refer to the Essential Functions Health Questionnaire, STD. 910.)*

Employee Name (print)	Supervisor Name (print)
Employee's Signature	Supervisor's Signature
Date	Date

(Revised: 9/5/2019)