

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Legal Secretary

POSITION NUMBER:

800-310-1282-007

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Legal Division/Administrative Legal Services Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Oakland

SUPERVISOR'S NAME:

Veronica Ezechukwu

SUPERVISOR'S CLASS:

Legal Support Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

Fingerprint Criminal Record Clearance required by the Department of Justice and the Federal Bureau of Investigation. This position requires the ability to lift up to 20 pounds.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Legal Division's Administrative Legal Services Branch is dedicated to providing comprehensive and thorough administrative and legal support services to all Branches within the Legal Division.

CONCEPT OF POSITION:

Under the general supervision of a Legal Support Supervisor I, the Legal Secretary performs a large variety of the most complex legal secretarial duties for attorneys and/or professional staff, including senior level attorneys, within the Legal Division of the Department of Social Services. The incumbent must be familiar with the filing procedures of State, Federal, and appellate courts, be able to work independently, make responsible judgments regarding work flow, and effectively and efficiently carry out assigned tasks with minimal supervision and with a high degree of confidentiality and discretion.

A. RESPONSIBILITIES OF POSITION:

40% Files documents in multiple jurisdictions including State, Federal and appellate courts. Drafts, formats, proofreads, processes, files and serves a wide variety of legal documents, such as writs, affidavits, briefs, declarations, proofs of service, subpoenas, Temporary Suspension Orders, letters, and memos in these jurisdictions. The incumbent will be required to determine the appropriate pleading format and ensure that documents are prepared in accordance with legal requirements and deadlines and verifying legal citations. When a lawsuit is filed, the Legal Secretary prepares the Administrative Record for the Attorney General's Office, including identifying and assembling the exhibits that will be included, Bate stamping the documents and preparing an index, certification, and transmittal memo and serves the Record to the appropriate parties.

25% Using various computer software programs including, but not limited to, Microsoft Word and Outlook, processes correspondence, legislative bills and amendments, and other forms as requested. Interacts with courts, administrative agencies, governmental entities, co-counselors, opposing counselors, or witnesses in a professional and courteous manner. Prepares and maintains case file folders; maintains the calendar and schedule for senior level attorneys; composes letters and memoranda and finalizes all outgoing documents for accuracy and completeness in accordance with procedures established in the Legal Division's Secretaries Manual; identifies documents requiring immediate attention; maintains tickler files related to hearing and filing dates to ensure timely preparation of legal forms to meet deadlines.

20% Assists with hearing preparation. Prepares discovery materials for trial, ensuring the appropriate regulations and required documents are included. Prepares trial binders of jurisdictional documents and amended documents when needed; prepares and maintains exhibit lists, privilege logs, and jurisdictional logs; completes subpoenas and serves to witnesses. The incumbent coordinates with the staff attorneys and the Attorney General's office on routine pending litigation and administrative hearings. The Legal Secretary organizes hearing documents and exhibits; prepares administrative records for the Attorney General's Office, which includes identifying and assembling exhibits, bate stamping legal documents, preparation of index, certificate and transmittal memo in order to serve the record to the appropriate parties.

10% Prepares travel-related forms and expense claims; requests checks from Accounting for witness fees and mileage; prepares revolving fund requests for travel and miscellaneous case-related costs; maintains travel records for assigned attorneys. Makes travel arrangements; arranges attorney/client meetings, coordinates hearing and deposition dates with opposing counsel and witnesses. Makes, receives, screens, and answers telephone calls and takes messages from callers.

5% Performs other related duties as appropriate, which may include, but is not limited to, serving as back-up to other support staff, including the Deputy Director's Executive Assistant, and may monitor staff workload in the absence of the Legal Support Supervisor I.

B. SUPERVISION RECEIVED:

The Legal Secretary is under the direct supervision of a Legal Support Supervisor I and under the general direction of a Staff Services Manager I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The incumbent is expected to maintain open communication with attorneys, supervisor, secretarial, and support staff. Communicates effectively with all levels of staff within the Department and other governmental agencies. Performs work in a safe and efficient manner.

E. ACTIONS AND CONSEQUENCES:

The Legal Secretary deals with sensitive issues regarding various programs administered by the Department. Failure to provide efficient support services may impact the Legal Division's ability to accomplish its mission and serve clients effectively.

F. OTHER INFORMATION:

Position is located in a high rise state building, and office space is standard in a smoke-free environment. Employees assigned to the Legal Division are subject to a criminal record background check clearance by the Department of Justice and the Federal Bureau of Investigation.

The incumbent must be able to work in a team environment, have strong communication skills, work well under pressure, and meet short deadlines. The Legal Secretary may be required to sit for extended periods of time to operate computer terminals and transcribe from Dictaphones and may be required to stand for long periods of time to photocopy and assemble documents. This position requires the ability to lift up to 20 pounds.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Senior Legal Typist

POSITION NUMBER:

800-310-3224-XXX

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Legal Division/Administrative Legal Services Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Oakland

SUPERVISOR'S NAME:

Veronica Ezechukwu

SUPERVISOR'S CLASS:

Legal Support Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

Fingerprint Criminal Record Clearance required by the Department of Justice and the Federal Bureau of Investigation. The position requires the ability to lift up to 20 lbs.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Legal Division's Administrative Legal Services Branch is dedicated to providing comprehensive and thorough administrative and legal support services to all units within the Legal Division.

CONCEPT OF POSITION:

The Senior Legal Typist (SLT) performs a large variety of difficult legal secretarial duties for four or more attorneys and/or professional staff within the Legal Division of the Department of Social Services. The incumbent must be able to effectively and efficiently carry out assigned tasks. The incumbent must be able to work in a team environment, have strong communication skills, work well under pressure and meet short deadlines. The SLT may be required to sit for extended periods of time to operate computer terminals and transcribe from Dictaphones. In addition, the incumbent may be required to stand for long periods of time to photocopy and assemble documents.

A. RESPONSIBILITIES OF POSITION:

40% Utilizes office desktop technology tools and telecommunication devices, while adhering to legal procedures, prepares court forms, legal documents and pleadings. These documents include petitions, briefs, opinions, legal notices (including but not limited to: Temporary Suspension Orders, Injunctions, Accusations, Statement of Issues, Notices of Hearing, Proposed Decision and Order and Stipulations), motions subpoenas, subpoenas duces tecum, and declarations. The incumbent determines the appropriate pleading format and ensures that documents are prepared in accordance with legal requirements and deadlines. When a lawsuit is filed, the SLT prepares the Administrative Record for the Attorney General's Office, including bates stamping the documents and preparing an index, a certification, and a transmittal memo, and serves the Record to the appropriate parties.

30% Utilizes various computer software programs including, but not limited to Microsoft Word, Microsoft Outlook for electronic mail and calendaring, Community Care Licensing documents, and Legal Case Tracking System (LCTS) database. Proficiently types, edits, stores, retrieves, prints, circulates and processes, faxes and electronically sends correspondence, legislative bills and amendments, and other forms as requested. The SLT establishes an efficient system for filing pleadings and correspondence; maintains a status of all files up to date in the LCTS database (including information for the Department of Justice notification), and complies with state and departmental rules and regulations.

20% Formats letters and memoranda; screens, sorts and prioritizes incoming mail; reviews, proofreads and finalizes all outgoing documents for accuracy and completeness in accordance with procedures established in the Legal Division Secretaries Manual; identifies documents requiring immediate attention; maintains tickler files related to hearing and filing dates to ensure timely preparation of legal forms to meet deadlines; sets up and closes case files; makes, receives, screens, answers and takes messages from callers.

10% Prepares travel-related forms and expense claims, and maintains travel records for assigned managerial staff. Serves as back up to other secretaries, including the Deputy Director's Executive Assistant, and may monitor staff workload in the absence of the Legal Support Supervisor I.

B. SUPERVISION RECEIVED:

The Senior Legal Typist reports to and receives supervision from a Legal Support Supervisor I, and may receive general direction from a Staff Services Manager I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Senior Legal Typist maintains open communication with attorneys, supervisor, secretarial and support staff. Communicates effectively with all levels of staff within the Department as well as other governmental agencies.

E. ACTIONS AND CONSEQUENCES:

The Senior Legal Typist deals with sensitive issues regarding various programs administered by the Department. Failure to provide efficient support services may impact the Legal Division's ability to accomplish its mission and serve clients effectively.

F. OTHER INFORMATION:

The Senior Legal Typist must obtain a criminal record clearance from the Department of Justice and the Federal Bureau of Investigation. The Senior Legal Typist must be able to interact with Administrative Law Judges (ALJs) and the Office of Administrative Hearings (OAH), witnesses, clients and opposing counsel in a courteous and professional manner.