

**STATE OF CALIFORNIA  
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING**

**DUTY STATEMENT**

<b>Employee Name</b> Vacant	<b>Classification Name</b> Legal Secretary	<b>Position Number</b> 326-420-1282-001
<b>Division/Unit</b> Legal/ Oakland	<b>Date</b>	<b>Prior Pos # (if applicable)</b> 326-410-1282-025

**SUMMARY OF RESPONSIBILITIES**

Under the supervision of the Legal Manager, the Legal Secretary performs complex legal secretarial work relieving Attorneys of specialized clerical details. The duties of a Legal Secretary include, but are not limited to, the following:

**Description of Essential Functions:**

- 40% Types, formats and proofreads a variety of legal correspondence, petitions, briefs, pleadings, motions, discovery, deposition notices, subpoenas, legal opinions, and legislative matters. Prepares and reviews outgoing legal correspondence for Attorney or Graduate Legal Assistant (GLA) signature, to ensure all legal documents and enclosures are in proper processing order.
- 20% Independently handles complex specialized clerical procedures concerning activities under the Attorney's direction, such as maintaining a docket of matters involving hearings in which the agency is a major participant, calendars litigation matters, including discovery, motions, and depositions; prepares correspondence relating to the hearing procedures, and ensures various intermediate deadlines are met; sets depositions; makes travel arrangements and prepares travel expense claims for Attorneys and GLAs.
- 25% Maintains legal, confidential, discovery, and administrative files for Attorneys and GLAs. Prepares files for opening and closing cases and any accompanying correspondence. Maintains case related information in the Case Management System (CMS), including uploading documents, updating the parties' information, entering the dates legal documents are filed in court and closing case files in compliance with Department procedures. Runs basic reports for the Attorneys or GLAs in Excel or the CMS.
- 10% Screens incoming correspondence related to Attorney case files and establishes follow-up dates to ensure deadlines are met. Screens a variety of visitors and telephone calls and makes appropriate referrals. Responds to a variety of inquiries from the attorney and the public on the status of legal matters in process and gives authoritative information on the procedural aspects of processing legal actions by the office. Back up for other secretaries, as needed.
- 5% Answers Legal division telephone calls. Acts as a liaison with court clerks, process servers and court reporters.

### **Desirable Qualifications:**

- Ability to type at a speed of 45 words per minute.
- Ability to perform legal clerical work including the ability to process a large variety of legal documents.
- Ability to format, file and serve legal pleadings in multiple jurisdictions, including State, federal and appellate courts.
- Good communication and mathematical skills.
- Ability to work independently and cooperatively with others.
- Ability to execute work assignments with accuracy and organization.
- Ability to prioritize work and meet deadlines.
- Experience with MS Word, Excel, Adobe software programs and other office methods, supplies, and equipment.
- Experience or knowledge of proper citation styles using the Harvard Blue Book and California Style Manual.

### **Work Environment, Physical, or Mental Abilities:**

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that require making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting and or standing at a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.

### **Working Conditions:**

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.

### **Supervision Received:**

The Legal Secretary receives supervision from the Legal Manager, Chief Counsel and/or Assistant Chief Counsel as well as Staff Counsels assigned.

### **Supervision Exercised:**

None.

### **Administrative Responsibility:**

Adheres to all applicable laws, rules, policies and procedures, including but not limited to the Department's Legal Operations Manual, Statement of Incompatible Activities, Administrative Manual, and directives from departmental management personnel.

**Personal Contacts:**

The Legal Secretary has daily contact with Departmental management and staff, complainants, respondents, legal representatives and the general public.

**Actions and Consequences:**

Failure to use good judgment in handling sensitive and confidential information could result in violation of individual privacy rights, prejudice to DFEH cases, and discredit to the Department.

**Certification of the Employee:**

I have read and understand the duties as described above and the attached Allocation Guidelines for the Legal Secretary. I meet the job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date