

**STATE OF CALIFORNIA
CIVIL RIGHTS DEPARTMENT**

DUTY STATEMENT

Employee Name Vacant	Classification Name Legal Secretary	Position Number 326-420-1282-001
Division/Unit Legal/ Oakland	Date 07/05/23	Prior Pos # (if applicable)

SUMMARY OF RESPONSIBILITIES

Under the supervision of a Legal Support Manager, the incumbent will provide complex clerical and secretarial support to State and Federal civil litigations as well as administrative investigations. The incumbent will use a variety of office equipment such as computers, scanners/printers, mail equipment, and telephones to complete their job. The Legal Secretary should be familiar with common legal terminology and law office practices and understand the importance of deadlines and accurate calendaring.

The duties of a Legal Secretary include, but are not limited to, the following:

Essential Functions:

- 35% File and/or serve legal documents on behalf of the Legal Division. Court filing is done through various electronic filing service providers or by utilizing the services of a professional attorney service. Service of documents is completed by e-mail, online case management providers, mail, or hand delivery in coordination with a professional attorney service. Draft and proofread legal correspondence, petitions, briefs, pleadings, motions, discovery, deposition notices, subpoenas, and other legal documents. Draft tables of contents and authorities for legal briefs. Maintain and update attorney and case calendars, ensuring hearings, filing deadlines, reminders, and other case-critical dates are accurate. Maintain and update case files in the division's electronic case management systems to ensure attorneys have access to all files. Schedule depositions, reserve court reporters, and ensure transcripts are received without delay. Assist in trial preparation such as binder creation, exhibit organization, and other duties as requested by the attorneys and managers.
- 35% Help maintain office organization, supply inventory, law library, and equipment. Arrange attorney travel and prepare expense reimbursement claims. Arrange for attorneys' in-person and remote appearances in court. Send all outgoing division mail and packages. Screen, scan, and distribute inbound mail to the proper recipients. Input and log division expenses. Enter data into spreadsheets, document review systems, and case management systems. Track filing and service of documents to ensure documents are accepted by the courts and successfully served on recipients.
- 15% Maintain case information fields in the case management system. Assist attorneys in closing cases. Assist management in archiving closed files, ensuring compliance with retention policies.
- 10% Receives and enters inbound third-party subpoenas into the case management system for manager and attorney review.

Marginal Functions:

5% Perform other duties as required.

Desirable Qualifications:

- Strong listening and reading ability, to fully comprehend verbal and written assignments and tasks given by supervisors and attorneys.
- Logical thinking in drawing sound conclusions from court orders, instructions given, case issues, and other problem situations.
- Ability to format, file and serve legal pleadings and court forms in multiple jurisdictions, including State, federal and appellate courts.
- Ability to research statutes and regulations to find applicable rules of civil procedure.
- Understanding of calendaring deadlines based on the California Rules of Court, Code of Civil Procedure, Federal Rules of Civil Procedure, and local court rules.
- Ability to communicate clearly and concisely.
- Ability to work both 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.
- Ability to type at a speed of 45 words per minute.

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.
- Requires occasional lifting of up to 20 pounds.

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 incumbent will receive direct supervision from a Legal Support Manager. The incumbent will also receive assignments and direction from the Legal Manager, Chief Counsel, Assistant Chief Counsels, and other attorneys within the division.

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 will have daily contact with Departmental management and staff. The incumbent has occasional contact with Department vendors, court personnel, process servers, and members of 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 CRD 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 can perform the essential functions with or without a reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date

**STATE OF CALIFORNIA
CALIFORNIA CIVIL RIGHTS DEPARTMENT
DUTY STATEMENT**

Employee Name		Classification Name	Position Number
		Senior Legal Typist	326-410-3224-001
Division/Unit	Date	Prior Incumbent	Prior Pos # (if applicable)
Legal			

SUMMARY OF RESPONSIBILITIES

Under the supervision of a Legal Support Manager, the incumbent performs a variety of legal secretarial and administrative duties necessary to maintain the support functions of the legal unit. The duties of the Senior Legal Typist include, but are not limited to, the following:

Description of Essential Functions:

- 30% Type, format, and proofread a variety of legal documents, including but not limited to: correspondence, subpoenas, deposition notices, and discovery shells. Prepares and reviews outgoing legal correspondence for attorney's signature ensuring that all legal documents and enclosures are accurate.
- 20% Independently handles legal clerical procedures, such as maintaining a docket of matters involving hearings, setting depositions, making travel arrangements, and preparing expense claims. Assists in maintaining case management system information.
- 20% Opens and distributes mail to appropriate personnel. Screens incoming correspondence related to attorney's office and establishes follow-up dates to ensure deadlines are met. Helps finalize outgoing mail to ensure service deadlines are met.
- 15% Maintains legal, confidential, and administrative files for attorneys. Act as liaison with court clerks and vendors. Helps in maintaining the division calendar(s).
- 10% Assists in maintaining office space: physical files, supplies, and legal library.

Marginal Functions:

- 5% Other duties as assigned.

Desirable Qualifications:

- Ability to type 45WPM.
- Knowledge of basic legal concepts, terminology, principles, and procedures.
- Experience with MS Word, Outlook, Excel, Adobe software programs and other office methods, supplies, and equipment.
- Use of business English and correspondence.
- Ability to communicate clearly and concisely.
- Ability to work both independently and cooperatively with others.
- Ability to execute work assignments with accuracy and organization.
- Ability to prioritize work and meet deadlines.

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.

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires the ability to lift case files, office supplies, books, and manuals (up to 20 lbs.) with or without reasonable accommodation.
- Requires ability to complete tasks that require reaching, bending, grasping, and 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 Senior Legal Typist receives direct supervision from a Legal Support Manager and occasional supervision from the Legal Manager.

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 Senior Legal Typist 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 CRD cases, and discredit to the Department.

Certification of the employee

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

Supervisor's Signature

Date

Signature of Incumbent

Date