

Current     Proposed

<b>Classification Title</b> Legal Assistant	<b>Division/Unit</b> Legal Division
<b>Working Title</b> Legal Assistant	<b>IT Domain</b> (if applicable)
<b>Position Number</b> 363-400-1820-xxx	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> 2/6/2023

### CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

**Our Vision:** To be the premier leader and trusted partner in innovative human resources management.

**Our Mission:** To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

### General Statement

Under the direction of the Staff Services Manager I (SSM I), the Legal Assistant performs a broad range of the more routine paraprofessional duties. The Legal Assistant must be able to effectively carry out assigned tasks with minimal supervision, be able to work independently or in a team environment, have strong communication skills, and work well under pressure when meeting short deadlines. Duties include, but are not limited to the following:

### Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
35%	(E)	Review and analyze new appeals, and prepare periodic status reports on open and closed appeals. Track files of all important case documents and make them available and easily accessible to the assigned attorney(s). Assist in reviewing legal documents and appeals to determine whether they comply with specific requirements set forth in applicable legal codes, perform preliminary analyses of legislative bills. Summarize, organize, and index prior opinions, testimony, depositions, and documentary material from interrogatories and abstracts. Organize trial documents and exhibits. Gather factual information and perform routine legal research to assist an attorney in determining appropriate action. Assist in preparation of memorandum of costs.

25%	(E)	<p>Prepare, edit, revise, reformat and proofread correspondence, legal documents, legal opinions, and bill analyses from audiotapes, handwritten drafts, disks, the local area network and/or electronic mail in accordance with legal requirements, timeframes, established procedures and office standards. Prepare exhibit indices. Review and verify the accuracy of case citations, quotations and other authorities against the original source document. Update case status reports on a regular basis for assigned attorneys. Open, maintain and close case files in accordance with established procedures.</p> <p>Answer and make phone calls to/from courts, clients, opposing counsel and others. Coordinate conference calls and schedule appointments. Make travel arrangements and prepare and process travel expense claims. Process invoices and client billings. Reserve and schedule arbitrators, court reporters and hearing rooms.</p>
20%	(E)	<p>Prepare legislative calendar, facts sheets, witness subpoenas. Prepare documents and arrange for service of process. Assist in preparing drafts of documents such as motions, notices of hearing, judgments, affidavits, requests for trial setting, reassignments of claims, decisions, orders of extension, abstract of judgment, answers and certified copies.</p>
15%	(E)	<p>Prioritize and process incoming and outgoing correspondence and legal documents on a daily basis in accordance with established procedures, legal requirements and timeframes. Maintain the Brief Bank and other various binders (e.g., arbitration award and settlement binders) in accordance with established procedures.</p> <p>Maintain daily, weekly and master calendars in accordance with established procedures. Maintain and update various address lists.</p>
5%	(M)	<p>Assist in the training of new Legal Assistants and Legal Secretaries.</p>

## Supervision Received

The Legal Assistant reports directly to the SSM I and receives the majority of assignments from the assigned attorneys; however, direction and assignments may also come from the Chief Counsel, Deputy Chief Counsel, Assistant Chief Counsel, and SSM I.

## Supervision Exercised

None.

## Special Requirements / Desirable Qualifications

Must be able to effectively carry out assigned tasks with minimal supervision, be able to work independently or in a team environment, have strong communication skills, and work well under pressure when meeting short deadlines.

Knowledge of and the ability to use the California Rules of Court, the Federal Rules of Civil and Appellate Procedures and various local court rules, as well as the regulations of CalHR, the State Personnel Board and the Public Employment Relations Board.

Ability to communicate effectively, have a keen ability to pay attention to details, and be flexible to changing work assignments and timelines/deadlines with short notice.

## Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. This position allows for partial remote work opportunities on a consistent schedule as approved by management.

Ability to operate computer/keyboard/typewriter and other office equipment such as fax and copier; move and file materials such as case boxes, supplies, catalogs, MOU's, books, equipment up to 25 pounds.

### **Attendance**

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>