

Duty Statement PROPOSED

Classification: Legal Secretary	
Working Title: Legal Secretary	
Program:	
Division: Office of Legal Services (OLS)	Branch: Administrative Services and Office of Regulations
Section: Administrative Services and Legal and Technical Support	Unit: Legal and Technical Support
COI Classification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position Number: 803-030-1282-003
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 2 Per Week
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language:
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p>Job Summary: The Legal Secretary (LS) is responsible for independently performing the most difficult and complex legal secretarial and clerical work, and administrative tasks associated with the functions of the legal office with minimum instruction, and exceptional attention to detail. The LS must be able to simultaneously address, balance and prioritize work assignments from several different Attorneys, Attorney IIIs, and Attorney IVs operating under tight timeframes.</p> <p>The LS must be dependable, take initiative, use discretion, maintain confidentiality, and interact effectively with others.</p> <p>This position requires the physical ability to bend, kneel, lift, carry, push, pull or otherwise move files from drawers, boxes, and shelves approximately 2-6 feet high, and lift up to 25 lbs.</p>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

Description of Duties: The LS performs duties to support OLS staff, while maintaining open communications with attorney, and/or other professional, supervisory, secretarial and clerical staff; is knowledgeable in the use and understanding of legal terminology; performs work in an efficient manner.

The LS is assigned to support multiple attorneys, and also works cooperatively with the paralegal assigned to each attorney, and other legal support staff.

The LS is required to be familiar with, and strictly follow the filing procedures of State, Federal and appellate courts, and the general Rules of Court with regard to formatting and filing legal documents within these jurisdictions, as well as Office of Administrative Hearings and Appeals (OAHA), State Personnel Board, CalHR and the Office of Administrative Hearings (OAH).

All work products must be in accordance with the All 'Bout Correspondence Handbook, Department Writing Style Guide, the California Style Manual, and established policies and procedures within OLS.

Software such as SharePoint, Adobe Acrobat, and the ProLaw Case Management System will be utilized for a variety of tasks, in addition to other department- supported technology software and systems.

% Of Time	Essential Functions
40%	<p>Independently compose, type, format, proofread, edit, process, file and serve a wide variety of legal documents, such as Writs, affidavits, briefs, declarations, proofs of service, letters, memos, and correspondence for the attorneys, paralegals, and other staff. Perform the most complex legal secretarial work. Type, format, file, and serve highly complex legal pleadings in multiple jurisdictions, including State, Federal, appellate courts and administrative forums in accordance with legal requirements and deadlines; compose letters, memoranda, and legal correspondence; field questions from litigants and their representatives, and coordinate and schedule court-related services with specific instruction.</p> <p>Maintain open communications with attorney, and/or other professional, supervisory, secretarial and clerical staff. Plan, prepare, and track administrative, legal and clerical assignments.</p>
35%	<p>Utilize ProLaw to generate correspondence and other documents; log incoming and outgoing correspondence and other documents; conduct timekeeping and other legal administrative activities; and respond to requests for ProLaw legal case status reports.</p> <p>Independently perform complex clerical and legal secretarial tasks; coordinate and schedule legal services; interact with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses. Maintain open communications with attorney, and/or other professional, supervisory, secretarial and clerical staff; responds to requests for ProLaw legal case status reports.</p>

<p>10%</p>	<p>Maintain a comprehensive desk manual including instructions, reference, and procedures for the position. Assist the LSS I with updating and developing legal support templates, guidelines, manuals, processes, workflows, and other reference materials ensuring information is accurate and complete. Assist the LSS I with training and assisting less experienced legal support staff.</p>
<p>10%</p>	<p>Provide back-up for other legal support staff; assist with overflow and deadline filings; and assist with additional workload in the absence of the LSS I. Assist with processing subpoenas and preparing public records requests, as assigned.</p>
	<p>Research confidential and sensitive departmental and program issues regarding activities related to legal support and general administrative issues in collaboration with the LSS I.</p> <p>Attend staff meetings, trainings and development activities.</p>
<p>% Of Time</p>	<p>Marginal Functions</p>
<p>5%</p>	<p>Perform other duties as required.</p>

Supervision Received: <u>Under General Supervision</u> Of the (enter supervisor classification): Legal Support Supervisor I	
Supervision Exercised: (check all that apply)	
<input type="checkbox"/> Clerical Staff <input type="checkbox"/> Professional Staff <input type="checkbox"/> Analytical Staff <input type="checkbox"/> Supervisory Staff	<input checked="" type="checkbox"/> Non-Supervisory Classification/None <input type="checkbox"/> Technical Staff <input type="checkbox"/> Managerial Staff
Special Requirements:	
<input type="checkbox"/> Medical Evaluation/Clearance <input type="checkbox"/> Background/Finger Printing Clearance <input type="checkbox"/> Valid Professional License (please specify): _____	
<input checked="" type="checkbox"/> Typing Certificate	
<input type="checkbox"/> Valid Driver's License	
Desirable Qualifications:	
<ul style="list-style-type: none"> • Knowledge of good grammar, punctuation, and business English usage • Knowledge of technical legal terms; legal forms and documents; and legal document preparation and processing • Strong communication skills, both verbally and in writing • Strong word processing, formatting, and proofreading skills; and experience preparing correspondence • Proficiency with Microsoft Office products including Word, Excel, and Outlook • Ability to work independently; cooperatively on a team; and establish and maintain effective working relationships • Ability to manage time and prioritize tasks effectively; and experience assisting with urgent and time-critical tasks • Exceptional attention to detail and organizational skills; ability to use good judgement; and ability to exercise a high degree of initiative • Dependable, punctual, with reliable attendance • Experience with document and case management systems, such as ProLaw, and other software, such as Adobe Acrobat Pro, is beneficial 	
Working Conditions (Check all that apply):	
Prolonged Periods of:	Travel May be Required:
<input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Sitting <input checked="" type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Occasional <input type="checkbox"/> Over Night
Requires Lifting of Heavy Objects up to: 25____	
Acknowledgements:	
Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement as of _____.	

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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