

STATE OF CALIFORNIA – DEPARTMENT OF FINANCIAL PROTECTION AND INNOVATION
POSITION DUTY STATEMENT
DFPI-HR0 203 (Rev. 08-21)



NAME	EFFECTIVE DATE
CLASSIFICATION TITLE Legal Assistant	POSITION NUMBER 410-140-1820-XXX
WORKING TITLE Legal Assistant	DIVISION/OFFICE/UNIT/SECTION Enforcement
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Sacramento, San Francisco

General Statement: Under the immediate direction the Staff Services Manager I of the Legal Support Unit, the Legal Assistant is responsible for routine paralegal duties for the Enforcement Division. Duties include, but are not limited to, the following:

A. Specific Assignments

Essential Functions:

- 45%** Organizes and indexes documents and files for litigation; coordinates and attends document production; prepares and organizes exhibits for depositions and investigative statements; attends depositions and investigative examinations; performs or arranges for photocopying pursuant to court process; performs records checks of other agencies. Prepares preliminary case reports, analyzes and researches designated legal issues; independently prepares correspondence to complainants. Processes written consumer complaints relating to all the laws under the jurisdiction of the department; prepares certificates of search for law enforcement agencies and departmental administrative and civil filings; maintains and distributes case reports of the southern region.
- 40%** Assists in trial preparation and deposition preparation by reviewing pleadings and briefs for accuracy and supplying factual data; interviews witnesses and prepares them for testimony; organizes trial exhibits; attends conferences with counsel; attends and assists at trials/hearings/depositions; testifies at trials as custodian of records. Reviews, analyzes and collects evidence for counsel in preparation for trial. Copies documents and works with contractors to arrange for documents to be copied; serves legal documents in person and by mail and works with contractors to arrange for legal service.
- 10%** Assists in the preparation of pleadings (by compiling appendices, cite checks and shepardizing, preparing tables of authorities and physically assembling files and

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checking the accuracy of sufficiency of the filing to ensure compliance with court rules).

Marginal Functions:

5% Performs other related duties as required.

B. Supervision Received

The Legal Assistant reports directly to and receives assignments from the Staff Services Manager I; however, directions and/or requests may also come from the Deputy Commissioner.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Legal Assistant will interact with Enforcement staff, other DFPI employees, other governmental agencies, and the general public on a regular basis for any legal support-related services.

F. Actions and Consequences

Failure to effectively perform duties of the positions could result in incorrect or incomplete information provided to staff, inappropriate or illegal personnel actions and the inability of the assigned clients, division, or the Department to meet goals or objectives.

G. Functional Requirements

Works in either an office or hybrid setting. Telework is available with an approved Telework agreement. The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier, and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and light lifting of no more than 25 lbs.

H. Other Information

Incumbent must possess good written and verbal communication skills, use good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to DFPI's management needs. Works well with others, under changing priorities. Regular attendance and punctuality are essential.

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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 Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

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

Supervisor Signature

Date

Supervisor's Printed Name, Classification