

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION**

NAME:
CITY:

JOB TITLE: **Graduate Legal Assistant**

STATEMENT OF DUTIES: Performs legal work in the Criminal Law Division.

SUPERVISION RECEIVED: Under the close supervision of a Supervising
Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to twenty-five
pounds. May be required to use a computer
terminal, up to eight hours a day, in order to prepare
assignments.

TYPICAL WORKING CONDITIONS: Enclosed interior office in a smoke-free
environment.

ESSENTIAL FUNCTIONS:

50% Performs routine legal research and prepares drafts of legal documents and briefs; under
the direction of an attorney.

45% Assists in the preparation and presentation of cases before trial and appellate courts,
boards, and commissions.

MARGINAL FUNCTIONS:

5% Prepares correspondence on cases.

**I have read and understand the essential functions and typical demands required of this
job, and I am able to perform the essential functions with or without reasonable
accommodation. (Refer to the Essential Functions Health Questionnaire, STD 910.)**

Employee's Signature Date

Supervisor's Signature Date