

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF OPERATIONS
LEGAL SUPPORT OPERATIONS
LEGAL SUPPORT SERVICES
SAN FRANCISCO
DUTY STATEMENT**

NAME:

JOB TITLE: Office Technician (Typing) - Team Support

POSITION NUMBER: 420-033-1139-xxx

WORKING TITLE: Legal support Technician

STATEMENT OF DUTIES: The Office Technician performs a variety of tasks that require initiative and independent judgment. Must be able to carry out assigned tasks with minimal supervision and be able to work in a team environment, having strong communication skills, work well under pressure, and able to meet short deadlines.

SUPERVISION RECEIVED: Under the general direction of the Office Manager, Legal Support Operations, and the general supervision of a Legal Support Supervisor II and the immediate supervision of a Legal Support Supervisor I.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the Office Technician may be required to perform tasks that require bending/stooping, carrying/lifting up to 25 lbs. on an occasional basis, climbing, reaching/twisting, kneeling, manual dexterity (grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, frequent walking. Employee is expected to use natural or assisted hearing and vision and be able to speak clearly to the public, clients, co-workers, supervisor(s), and other office staff either in person or over the telephone. The ability to concentrate and discern either written or verbal instructions, directives and/or court rules in reaching logical conclusions, foreseeing possible obstacles and determining alternative methods of handling tasks is a day-to-day expectation.

TYPICAL WORKING CONDITIONS: The office occupies four upper floors in a high-rise building, as well as space on the ground floor and in the basement. Floors are covered in carpet or vinyl/tile. The building is a smoke-free environment. Employee works at a desk or in a cubicle in a workspace that may or may not have a window. More than one person may be assigned to the same workspace. In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the HQ office periodically for operational needs.

ESSENTIAL FUNCTIONS:

40% Using computer software, independently and with initiative completes correspondence and other non-legal documents pertaining to court proceedings, which are often of a confidential nature. This includes providing support to high profile, often multiple defendant cases wherein legal teams of attorney and paralegal staff have been created.

Assist legal secretaries in preparing documents in accordance to ProLaw for court filing by transcribing, typing, processing, storing, retrieving, verifying and editing legal documents and correspondence such as petitions, briefs, opinions, pleadings, motions, discovery and related legal documents as well as preparing exhibit tabs. Bates numbering and indexing of complex cases, scanning, photocopying and faxing documents. Assist with preparing envelopes, labels, messenger service slips for service of documents.

35% Prepare and process a variety of administrative forms, including but not limited to revolving fund requests, travel expense claims, collection advices, and service authorizations. Assist in opening and closing case files in ProLaw, input information in the ProLaw database, prepare labels and slips for newly opened cases or closed files, boxing and preparing closed files for delivery to the Docketing Unit, working with Docketing staff to clear closed files.

MARGINAL FUNCTIONS:

15% Answer, evaluate, screen and direct callers and visitors ensuring all security measures are strictly enforced. This requires independent decision-making, initiative, tact and diplomacy. Reception duty.

10% Assist with data collection and reporting at the direction of the LSS I for office administration matters. May set up conference rooms for meetings and depositions or other office functions.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date