

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Legal Secretary

POSITION NUMBER:

800-310-1282-009

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Legal Division/Legal Operations Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Sacramento - HQ

SUPERVISOR'S NAME:

La Keisha Jones

SUPERVISOR'S CLASS:

Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☒ Other (Explain below)

Fingerprint Criminal Record Clearance required by the Department of Justice and the Federal Bureau of Investigation. Travel is rare, but may be required.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Legal Division's Legal Operations Branch is dedicated to providing comprehensive and thorough administrative and legal support services to all Branches within the Legal Division.

CONCEPT OF POSITION:

Under the general supervision of a Staff Services Manager I (SSM I), the Legal Secretary performs a large variety of the most complex legal secretarial duties for attorneys and/or professional staff, including senior level attorneys, within the Legal Division of the Department of Social Services (CDSS). The incumbent must be familiar with the filing procedures of Administrative, State, Federal, and appellate courts, be able to work independently, make responsible judgments regarding work flow, and effectively and efficiently carry out assigned tasks with minimal supervision and with a high degree of confidentiality and discretion.

A. RESPONSIBILITIES OF POSITION:

40% Files documents in multiple jurisdictions including Administrative, State, Federal and appellate courts. Types, formats, proofreads, processes, files and serves a wide variety of legal documents, such as pleadings, stipulations, prehearing conference statements, writs, affidavits, briefs, declarations, proofs of service, subpoenas, letters, and memos in these jurisdictions. The incumbent will be required to determine the appropriate pleading format and ensure that documents are prepared in accordance with legal requirements and deadlines and verifying legal citations. Composes letters and memoranda and finalizes all outgoing documents for accuracy and completeness in accordance with procedures established in the Branch's Secretaries' Manual; identifies documents requiring immediate attention; maintains tickler files related to hearing and filing dates to ensure timely preparation of legal forms to meet deadlines. Interacts with Departmental program staff, courts, administrative agencies, governmental entities, co-counsels, opposing counsels, and/or witnesses in a professional manner. Prepares and maintains case file folders; maintains the calendar and schedule for the Senior Assistant Chief Counsel, Assistant Chief Counsel, and attorneys in the Legal Division's Family and Adult Programs Policy and Litigation Branch and the Children's and Community Care Licensing and Litigation Branch.

25% Uses various computer software programs including, but not limited to, the Microsoft Office Suite (Word, Outlook, SharePoint, etc.) and Adobe Acrobat to maintain assignment database. Proficiently types, formats, edits, stores, retrieves, prints, processes, faxes, and electronically transmits and/or files correspondence, court forms, legal documents and pleadings (e.g., pleadings, petitions, briefs, opinions, notices, and motions), and other forms as requested. Adheres to procedures for preparation and filing of legal documents and correspondence; ensures all documents are prepared, proofread, copied, and processed (filed and served) in accordance with legal requirements and deadlines; verifies case/legal citations and quoted text.

20% Assists with hearing preparation. Prepares discovery materials for trial, ensuring the required documents are included. Prepares trial binders; prepares and maintains exhibit lists, privilege logs, and jurisdictional logs; completes subpoenas and serves to witnesses; Bates stamps documents and prepares an index. Assists in typing and reviewing adverse actions, stipulations, requests and responses for discovery, and other documents. Reviews, proofreads, and finalizes all outgoing documents for accuracy and completeness. The incumbent coordinates with the staff attorneys and the Attorney General's office on routine pending litigation and administrative hearings. The Legal Secretary organizes hearing documents and exhibits; prepares administrative records for the Attorney General's Office.

10% Prepares travel-related forms and expense claims; requests checks from Accounting for witness fees and mileage; prepares revolving fund requests for travel and miscellaneous case-related costs; maintains travel records for assigned attorneys. Makes travel arrangements; arranges attorney/client meetings, coordinates hearing and deposition dates with opposing counsel and witnesses. Makes, receives, screens, and answers telephone calls and takes messages from callers.

5% Performs other related duties as appropriate, which may include, but is not limited to, serving as back-up to other support staff, including the Deputy Director's Executive Assistant, and may monitor staff workload in the absence of the SSM I.

B. SUPERVISION RECEIVED:

The Legal Secretary is under the general supervision of a SSM I and under the direction of a SSM II.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The incumbent is expected to maintain open communication with attorneys, supervisor, secretarial, and support staff. Communicates effectively with all levels of staff within the Department and other governmental agencies. Performs work in a safe and efficient manner.

E. ACTIONS AND CONSEQUENCES:

The Legal Secretary deals with sensitive issues regarding various programs administered by the Department. Failure to provide efficient support services may impact the Legal Division's ability to accomplish its mission and serve clients effectively.

F. OTHER INFORMATION:

Position is located in a high rise state building, and office space is standard in a smoke-free environment. Employees assigned to the Legal Division are subject to a criminal record background check clearance by the Department of Justice and the Federal Bureau of Investigation.

The incumbent must be able to work in a team environment, have strong communication skills, work well under pressure, and meet short deadlines. The Legal Secretary may be required to sit for extended periods of time to operate computer terminals and may be required to stand for long periods of time to photocopy and assemble documents. This position requires the ability to lift up to 20 pounds. A current typing certificate (issued within the past four years) verifying typing speed of a minimum of 45 wpm is required for this position.

(LJ 8/13/2025)