

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
SPECIAL LITIGATION SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Administrative Assistant I

STATEMENT OF DUTIES: Under the direction of the Deputy Attorney General Supervisor, Special Litigation Advisor (SLA) within the Special Litigation Section (SLS), the Administrative Assistant (AA) I performs high-level administrative and executive level support duties, completes office tasks that require independence of action, supports litigation management and related database management initiatives, makes recommendations for management system improvements, possesses knowledge of Departmental policies, and has thorough knowledge and understanding of appropriate administrative professional duties. With the knowledge of Departmental and Division policies and procedures, the AA I independently addresses and responds to inquiries related to management, personnel, and administrative issues. The AA I serves to support the duties of the SLS legal staff by independently creating, monitoring, and maintaining projects, which are significant in nature to the Division, to relieve executive management of these administrative tasks. The AA I creates and maintains working relationships at various staff and management levels, works under pressure, meets time constraints, and disseminates the Division's changing priorities.

SUPERVISION RECEIVED: Reports directly to the SLA and may also receive guidance from the Career Executive Assignment, Chief Counsel for Special Litigation (CCSL).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Uses a personal computer/laptop for extended periods performing research and other duties up to eight hours a day. May be required to lift, carry, or move up administrative files up to 25 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment. Travel to designated offices may be required.

ESSENTIAL FUNCTIONS:

40% Works directly with the SLA to assume significant, independent responsibility for SLS litigation management and tracking functions, which requires collection, evaluation, and analysis of case data and documents and corresponding database entry, evaluation, and maintenance. Performs projects which will include on-going tracking and review of matter status and, working with the SLA and CCLS, the development of additional or different procedures to increase efficiency and data accuracy.

- 30%** Regularly interacts with Senior Assistant, Chief Assistant, and Chief Deputy level Departmental leadership and with Executive level staff, Deputy Attorneys General, and Division personnel during data collection and analysis, and advises staff as needed.
- 10%** Documents and manages all SLS sectional files. Interacts directly with the Department's Executive Staff members on a regular basis; works cooperatively to coordinate Departmental activities with these various groups, and advises SLS of complex or sensitive issues arising through relationships with these groups.
- 10%** Assists the SLA and CCSL with the preparation of mandated reports for the California Legislature and responses to requests for non-mandatory reporting from Executive Staff and communications staff. Frequently accesses confidential information contributing significantly to the development of management reports on various issues. Monitors the progress, completion, and implementation of assignments.
- 10%** Maintains calendar information for SLA and CCSL and arranges intricate and complex travel itineraries providing options, alternatives, schedules, accommodations, and problem resolution. Handles travel claims, bar dues, and other administrative items for the SLA and CCSL.

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, typical physical demands, and typical working conditions of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions, typical physical demands, and typical working conditions 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, typical physical demands, and typical working conditions 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, typical physical demands, and typical working conditions of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date