

**DEPARTMENT OF JUSTICE  
PUBLIC RIGHTS DIVISION  
NATIVE AMERICAN AND TRIBAL AFFAIRS  
DUTY STATEMENT**

**NAME:** Name  
**CLASSIFICATION:** Legal Assistant

**STATEMENT OF DUTIES:**

The Native American & Tribal Affairs Section provides legal representation and advice in litigation, administrative, transactional, tribal-state compact, and other matters involving gambling and federal Native American law. This includes consulting with the Attorney General, other Department of Justice divisions and sections, and other federal, state, and local agencies, and representing the section's clients. The section's principal clients are the Governor, the Bureau of Gambling Control, the California Gambling Control Commission, and the Native American Heritage Commission. The section's matters typically are politically sensitive and are of particular interest to the affected community, news media, and the Governor's Office.

Under the immediate direction and control of an attorney who shall accept full responsibility for the tasks performed, the Legal Assistant provides routine support and assistance in investigative, litigation, and administrative matters, tribal compact negotiations, Native American cultural matters, other matters involving Native Americans, and case and file management. The Legal Assistant's duties involve, among other things, responsibility for compiling, organizing, and managing evidence for use in litigated and administrative matters, organizing and maintaining documents, communications, and information for tribal-state compact negotiations and compliance, and updating and maintaining files and databases related to the section's matters.

**SUPERVISION RECEIVED:** The Legal Assistant performs under the immediate direction of the Deputy Attorney General Supervisor (SDAG) of the Native American & Tribal Affairs Section. The Legal Assistant may receive direction from Deputy Attorneys General (DAGs) or paralegals for specific case tasks and assignments.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. May be required to lift up to 25 pounds in weight. May be required to travel to conduct witness interviews, participate in investigative and litigation-related operations, and attend meetings.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar environment. At the office, a partitioned cubicle or similar workspace in a high-rise building and a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

35% Under close supervision, compiles, organizes and Bates labels discovery materials; creates and formats shells for discovery, pleadings and motions; compiles, organizes and Bates labels exhibits; uses existing computerized systems for analyzing, gathering and

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tracking litigation information and documents; enters data into computer databases and organizes the data; analyzes and prepares indexes for various types of documents including transcripts, discovery materials, trial and administrative hearing documents, etc.; organizes case files and documents, including electronic case files; prepares documents for opening and closing files; files legal documents.

- 30% As directed, performs administrative functions and supports management with miscellaneous routine administrative tasks.
- 20% At the request of an attorney, coordinates witnesses for deposition, trial or administrative hearings and arranges for service of process and court reporter services; in connection with trial or administrative hearing assignments, may assist in routine trial or hearing preparation; calendars deposition, trial or administrative hearing dates; under prescribed procedures, prepares trial or hearing witness binders; arranges for production of exhibits; works with court or California Gambling Control Commission personnel regarding specific needs; attends and assists at trials or hearings.
- 15% Performs preliminary legal research and legislative analyses; under immediate direction, may prepare legal documents, e.g., notices of depositions.

**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.

\_\_\_\_\_  
Name  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
Supervisor's Signature

\_\_\_\_\_  
Date