

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
LOS ANGELES
DUTY STATEMENT**

NAME:

JOB TITLE: Seasonal Clerk

POSITION NUMBER: 420-035-1120-901

STATEMENT OF DUTIES: The Seasonal Clerk will provide light clerical and administrative assistance to members of the Business Services, Docketing, Legal Support management, and legal secretarial teams. The employee must comply with state and departmental rules and regulations, and office policies and practices.

SUPERVISION RECEIVED: Under the general direction of the Supervisor II or Supervisor I, the general supervision of a Business Services Officer (BSO) II Supervisor or Legal Support Supervisor II, and the immediate supervision of a Business Services Officer I (Supervisor) or Legal Support Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Employee may be required to perform tasks that require bending/stooping, climbing, kneeling, reaching/twisting, manual dexterity (grasping/keyboarding), prolonged standing/sitting, frequent walking. Employee is expected to use natural or assisted hearing and vision, and be able to speak in a clear and professional manner to the public, clients, co-workers, supervisor(s), and other staff, either in person or over the telephone. He/she must have the ability to push/pull/carry/lift up to 40 pounds (i.e., boxes) on an occasional basis. (Note: STD 610 does not need to be completed.)

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work. Office occupies several floors within two towers of a high rise building, as well as space on the ground floor and in the basement. The building is a smoke-free environment. Floors are carpeted or vinyl covered. 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, with a high noise level.

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:

- 50% Docketing and Case Management:** Using desktop hardware, such as personal computer, printer, scanner, as well as multi-function networked photocopiers and scanning machines, and various other equipment (i.e., cutter), prepares documents for printing/scanning/copying, including disassemble/reassemble documents to original order. Uses department supported software, including, but not limited to, ProLaw, Outlook, Adobe, word processing and spreadsheet software. Scan and convert paper documents to electronic format. Reviews and processes legal documents, including court transcripts, in order to open/close electronic files, setup, update matters and close case files in ProLaw. Deliver/pick up and/or move legal case files/boxes from one location to another. Monitor Records Disposition schedules, box and label closed case files, request case files from the Department's offsite storage locations and prepare records transfer lists. Oversee the shredding of confidential documents, including escort vendor, and records tracking system.
- 20% Business Services:** Provide coverage and assistance in reception, mailroom, print shop, executive unit, and other Business Services units as needed. Copy and scan documents and deliver supplies. Coordinate building maintenance requests and assist with other business services functions, which includes escorting vendors, picking up and/or delivering boxes to and from various floors, picking up or delivering mail.
- 20% Legal Support and Administrative Support:** In preparation for interviews, depositions, meetings, or other office functions, sets up conference rooms, escort clients, visitors, press and other employees to the appropriate floor/room. Maintain photocopier and maintenance reports. Create indexes of case files by reviewing exhibits and pleadings. File miscellaneous documents, type labels and assemble/organize contents of case files. Prepare travel expense claims, schedule appointments, meetings, and conference calls. Assist supervisors with gathering data and assembly of reports, health and safety matters, and organizational projects, such as inventory of storage rooms.
- Assist secretarial teams with copy, scan, and assembly of documents. Deliver/pick up and/or move legal case files/boxes from one location to another.

MARGINAL FUNCTIONS:

- 10%** Assist with special reports, office events and projects; perform other business service/legal support functions as needed.

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.

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- Date