

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

NAME:

JOB TITLE: Legal Secretary

POSITION NUMBER:

STATEMENT OF DUTIES: As a member of a legal support secretarial team, the Legal Secretary performs difficult legal secretarial duties for two or more attorneys and/or professional staff in the Office of the Attorney General. The Legal Secretary must be able to effectively and efficiently carry out assigned tasks with minimal supervision and be able to work in a team environment, have strong communication skills, work well under pressure, and meet short deadlines. The Legal Secretary must comply with state and departmental rules and regulations and office policies and practices.

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

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the Legal Secretary may be required to perform tasks that require driving, bending/stooping, occasionally carrying/lifting up to 20 lbs., climbing, reaching/twisting, kneeling, manual dexterity (grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, frequent walking. 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: 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 typically occupies several floors of a high rise building serviced by elevator banks. Floors are carpeted or vinyl covered. The department is a smoke free environment. Secretaries are housed in either window or windowless space at either individual desks or cubicles. More than one secretary or support staff may be assigned to the same space.

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%** Uses various department-supported desktop technology, telecommunication devices and supported computer software including, but not limited to, word processing, document assembly, cite checking, case management, electronic case filing and other standard business software programs to proficiently type, format, edit, store, retrieve, print, process, fax and electronically transmit and/or file correspondence, court forms, legal documents and pleadings (e.g., petitions, briefs, opinions, notices, motions); adheres to procedures for preparation and filing of legal documents and correspondence; assures 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.
- 15%** Composes and formats letters and memoranda; picks up, logs, reviews and delivers assignments' incoming mail; processes the mail in a manner agreed upon by assignments and secretary; maintains a tickler file; maintains file/database in the office's case management system of case contacts including opposing counsel, court, client, and expert witness addresses; maintains a calendar of document due dates and court appearances; sets up and closes case files; makes, receives, screens, answers, and takes messages from telephone callers in a professional manner; communicates with vendors providing legal contract services for messenger, subpoena preparation and document production; processes collection advices and bills for payment.
- 15%** Establishes and maintains an efficient system for filing correspondence and pleadings; stores and retrieves case files and related legal documents in the office's case management system; maintains a professional and organized work area; transcribes complex machine dictation.
- 10%** Prepares travel-related forms and expense claims; prepares subpoenas and requests checks from accounting for witness fees and mileage; prepares revolving fund requests for travel and miscellaneous case-related costs; processes invoices timely; maintains absence and travel records; assists with overflow work and deadline filings.

Maintains open communications with attorney, and/or other professional, supervisory, secretarial and clerical staff; is knowledgeable in the use and understanding of legal terminology; performs work in a safe and efficient manner; and performs other duties as required.

MARGINAL FUNCTIONS:

- 5%** Makes travel arrangements and arranges meetings, hearings and depositions coordinating dates with opposing counsel, parties, witnesses and court reporters, and sends confirmation letters.

5% Back up for other secretaries, as needed, and may assist with distribution of workload in the absence of the Legal Support Supervisor I.

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

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

NAME:

JOB TITLE: Senior Legal Typist (SLT)

POSITION NUMBER: 420-034-3224-002

STATEMENT OF DUTIES: Under general supervision and as a member of a LSO team, the incumbent performs difficult legal clerical work and less complex legal secretary work for three or more attorneys, and/or other professional staff in the Office of the Attorney General located in Oakland, San Francisco, Los Angeles, San Diego, Sacramento and Fresno. The SLT must have strong communication skills, work well under pressure, meet short deadlines and comply with state and departmental rules and regulations, and office policies and practices.

SUPERVISION RECEIVED: Under the general direction of the Supervisor I, the general supervision of a Legal Support Supervisor (LSS) II, and the immediate supervision of a LSS I.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the SLT may be required to perform tasks that require bending/stooping, occasionally carrying/lifting up to 20 lbs., climbing, reaching/twisting, kneeling, manual dexterity (grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, and frequent walking.

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. Office typically occupies several floors of a high rise building serviced by elevator banks. Floors are carpeted or vinyl covered. The department is a smoke free environment. SLTs typically sit in a windowless space at either individual desks or cubicles. More than one SLT or support staff may be assigned to the same space. 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.

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% Prepare a wide variety of difficult legal clerical work for the Division of Administrative Services, Legal Support Operations (LSO), which may include filing court documents in various California, Federal, and out-of-state courts at all levels. Develop an understanding of local, state, district, and national court rules, as well as how the courts are structured.

Develop a basic to moderate level of understanding of the Attorney General's case management system (ProLaw). Develop and maintain a standard level of proficiency in ProLaw. Correctly identify document types and index those documents in the ProLaw. Retrieve a variety of information from ProLaw (e.g., number of open and active files associated with an attorney). Retrieve, edit, and re-save information from and to the case management software program, ProLaw. Digitize paper documents and store them in the correct location in ProLaw. Be knowledgeable and responsible for how, where, and in what sequence documents should be placed in a paper file. Apply legal terms appropriately and correctly when discussing task assignments and reporting on the status of those tasks. Be knowledgeable on the use of legal terminology specific to a section's legal practice. Review and docket Criminal and Civil case documents in a timely manner. Ensure that documents are forwarded to the assigned attorney. Index trial binders based on the specifications required by a particular legal section; and understand numerical sequencing and how to apply that process to numbering of documents and merging it with a legal section's requirements. Prepare shell pleadings for responses to interrogatories and production of documents. Add, maintain, and update ProLaw Case Management information, such as opposing counsel, courts, and addresses for all parties, expert witnesses, clients, and close cases. Establish and maintain an efficient system for staging correspondence, pleadings, and other legal documents pending file placement, scanning, or routing. Prepare casefiles for closing by following a sequence of pre-described tasks. Write and communicate effectively; maintain effective working relationships; and understand court rules and how to apply them.

30% Use various department-supported desktop technology, telecommunication devices and supported computer software including, but not limited to: word processing document assembly, cite checking, case management, electronic case filing and other standard business software programs to proficiently type, format, edit, store, retrieve, print, process, fax and electronically transmit and/or file correspondence, court forms, legal documents and pleadings (e.g., petitions, briefs, opinions, notices, motions); adhere to procedures for preparation and filing of legal documents and correspondence; ensures all documents are prepared, proofread, copied, and processed (filed/e-filed and served) in accordance with legal requirements and deadlines; and verifies case/legal citations and quoted text.

20% Set-up and maintain case files. Prepare travel-related forms and expense claims; prepare subpoenas and request checks from accounting for witness fees and mileage; prepare revolving fund requests for travel and miscellaneous case-related costs; maintain absence and travel records; and process invoices.

10% Assist with overflow work. Performs other duties as required.

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