

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Legal Assistant		WORKING TITLE Legal Assistant		
PROGRAM NAME Division of Workers' Compensation			UNIT NAME Legal	
ASSIGNED SPECIFIC LOCATION Oakland			POSITION NUMBER 400 – 601-1820-002	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under the general supervision of the Staff Services Manager I (SSM I), Assistant Chief Counsel and/or Chief Counsel, the Legal Assistant performs a broad range of the more routine paraprofessional duties. The Legal Assistant must be able to effectively carry out assigned tasks with minimal supervision, be able to work independently or in a team environment, have strong communication skills, and work well under pressure while meeting short deadlines. Duties include, but are not limited to the following:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
40	Provides legal support to the DWC Attorneys, Supervising Attorneys, Assistant Chief Counsel, and Chief Counsel. Under direction of an attorney, assists in the preparation of motions, pleadings, and subpoenas by: drafting, proofreading, and formatting documents. Uses knowledge of local rules, court rules, and individual department rules for various Superior Court jurisdictions and Appellate Court jurisdictions for filing. Maintains electronic and hard copy case files; analyzes citations in pleadings to verify accuracy of cited authorities and ensures citation format; researches, analyzes, and applies appropriate court rules to file and serve in accordance with applicable laws and court rules.
20	Prepares discovery and subpoenas for service of process and for trials in state and federal trial courts. Analyzes case material to determine deadlines and filing dates, and utilizes a calendaring system to coordinate and track deadlines and filing dates. Updates case status reports on a regular basis for assigned attorneys. Prepare documents and arrange for service of process. Coordinate conference calls and schedule appointments.
20	Provides analytical assistance with the legislative bill analyses, perform legislative history research, search of similar legislative provisions in other states, organize and track the DWC Legal Unit legislative analysis function and maintain the shared folder; assists with all rulemaking actions where legal analyst assistance is needed; analyzes all authority and reference citations for accuracy and completeness; analyzes text of all regulation documents to ensure citations and cross-references are legally sound;
15	Provides legal support in a variety of administrative proceedings, including audit penalty matters, provider suspension cases, and qualified medical evaluator discipline cases.



Percentage of Time Spent	Marginal Job Functions
5	Remains current on mandatory and recommended training, and advises and updates management on available training for the incumbent and other members of the Legal Unit. When needed, assists with redacting, processing mail in office, scanning and distributing as appropriate.

Conduct, Attendance, and Performance Expectations

The State of California adheres to a number of laws and policies that are designed to promote a safe, comfortable, and professional work environment for all employees. As a state employee, you are responsible for arriving to and leaving work at the times agreed upon by your supervisor including returning on time after lunch and break periods. You are expected to behave courteously and responsibly at all times. Remember that the image of an organization rests upon the behavior of the employees who represent it. You and your supervisor will participate in the regular employee appraisal process throughout your career. This appraisal process affords you and your supervisor an opportunity to discuss your job performance and career development.

Supervision Received

The incumbent is supervised by the Staff Services Manager I and Assistant Chief Counsel, but will also receive direction from the Chief Counsel.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in a cubicle/office environment with natural and artificial light and temperature control. The incumbent is required to work extensively on the computer as necessary for email communication, research, drafting policy and procedure documents, and other purposes. Confidentiality must be maintained at all times due to the nature of work performed. The position allows for telework and/or hybrid work in accordance with CalHR's and the DIR's telework policy and procedures.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside DIR to complete work assignments. The incumbent must demonstrate the ability to research, interpret, and apply laws, rules, practices, and principles governing rulemaking and provide recommendations and feedback to all levels of staff. The incumbent must exercise the ability to reason logically and analyze data in order to reach accurate and defensible conclusions and complete assigned work and review for accuracy. The incumbent must demonstrate the ability to use the internet, email, desktop applications, and presentation software to complete assignments.

Physical Abilities

The position requires the ability for prolonged sitting and to work at a computer for extended periods of time and to move and transport office items in a safe manner. The incumbent may occasionally be required to travel

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by car, public transit, or airplane to attend in-person meetings or trainings.

Additional Requirements/Expectations

The incumbent must handle sensitive and confidential materials and matters in a professional manner and establish cooperative working relationships with others.

Personal Contacts

The incumbent has contact with the Administrative Director and staff at all levels within the Division and Department, as well as external stakeholders, staff at the Labor and Workforce Development Agency as well as staff from the Governor's office and Legislature.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date