

**DUTY STATEMENT
SENIOR LEGAL TYPIST
APPELLATE OPERATIONS**

Under the general supervision of the Legal Support Supervisor II, the Senior Legal Typist in the Transcription & Decision Typing Unit provides general legal clerical support for Administrative Law Judges (ALJ) and Board members, which includes typing appeal decisions prepared by the ALJs, typing transcriptions from audio recordings, and typing legal correspondence, notices and forms. The Senior Legal Typist may also perform related appeal review work necessary to process second level Board appeals, and other administrative duties. This position requires an in-depth knowledge of departmental programs, the ability to take initiative and make independent decisions on numerous issues and situations.

ESSENTIAL FUNCTIONS

<u>Percentage</u>	<u>Function</u>
65%	<u>Decision Typing</u>: Prepares proposed second level decisions in final form from handwritten documents, machine dictation, and electronic drafts. Reviews decisions that include portions of legal, medical, and occupational language and/or could have multiple parties and interpreters. Checks decisions for accuracy and completeness. Makes revisions as required, and outputs final decision documents. <u>Transcription Typing</u>: Transcribes recordings of first level appeal hearings. Reviews transcriptions for accuracy, and prepares the transcripts to be used by ALJs and Board members. <u>Other Typing</u>: Types and processes a variety of correspondence and various notices and forms associated with Board appeals. Routes completed documents electronically and/or by hard copy to appropriate staff for review, other processing, or distribution.
15%	Performs appeal review work and difficult clerical work required in processing Board appeals. Updates information in CUIAB computer systems as needed. Performs these tasks in a timely manner and with a high degree of accuracy.
10%	Communicates with other Appellate Operations staff as needed to perform tasks and obtain approvals, such as with ALJs when accepting edits and revising decisions.
5%	Operates other office equipment and scans documents as needed.
5%	Performs other duties as assigned.

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I have discussed the duties of the position with my supervisor and have received a copy of the duty statement.

EMPLOYEE'S PRINTED NAME

EMPLOYEE'S SIGNATURE

DATE

I have discussed the duties of this position with the employee.

SUPERVISOR'S PRINTED NAME

SUPERVISOR'S SIGNATURE

DATE