

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Legal Secretary

WORKING TITLE: Legal Secretary

STATEMENT OF DUTIES: Under the general direction of a Supervising Deputy Attorney General, the legal secretary is assigned to provide support to Division of Medi-Cal Fraud and Elder Abuse (DMFEA) staff.

SUPERVISION RECEIVED: Under the general supervision of a Supervising Deputy Attorney General

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to lift up to 25 pounds. May be required to sit for extended periods of time to operate a computer terminal, transcribe tapes from Dictaphone, and stand to photocopy and assemble documents.

TYPICAL WORKING CONDITIONS: Works in an interior workstation in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 35% Types, processes, stores, retrieves, edits, and files legal documents and correspondence, such as pleadings, briefs, motions, and related legal documents using modern office methods and procedures as required; assures all documents are prepared, proofread, copied, and processed to meet all legal requirements and deadlines; prepares discovery, which includes, under the direction of the case attorney, the organization, indexing, numbering, copying, and delivery of discoverable case material; uses law library and computer data base programs to check case citations and quoted matter, locate copies of jury instructions, statutes, and cases; calendars appointments, court appearances, and statutory appointments. Transcribes complex machine dictation consisting of a wide variety of legal documents and correspondence and taped interviews and conversations.
- 35% Provides ProLaw Case Management support: adds docket events following each court appearance and formats as required for the Daily Report; scans and imports documents associated with the docket event; tracks status of locally prosecuted cases; following adjudication, completes case closure - creates DHHS/OIG Consolidated Reporting Worksheet, adds sentencing information to referral tab, creates referral packet for appropriate agencies, adds referral information and dockets event; notifies ProLaw database administrator and Support Services Unit of completion.
- 15% Assists attorneys in preparing complex cases for litigation and jury trial.
- 10% Performs data entry. Queries case information, accessing various databases. Assists with overflow work, deadline filings, and acts as backup for receptionists and other secretarial stations, as needed; makes travel arrangements; requests travel advances, and prepares travel expense claims.
- 5% Coordinates the transfer of records to the State Records Center. Reviews the Division's record retention schedule and policies and archives files accordingly. Prepares all forms, including detailed list of files, and forwards to Headquarters coordinator. Upon Headquarters approval, arranges for transport of files via mover. Completes requests for retrieval of archived files.

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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 Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name