

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
TORT AND CONDEMNATION SECTION
DUTY STATEMENT**

CLASSIFICATION: Office Technician (General)

STATEMENT OF DUTIES: The Office Technician (General) (OT-G) of the Torts and Condemnation Section performs a variety of clerical tasks that require initiative and independent judgment. The OT-G carries out assigned tasks related to the statewide Service Deputy Program, which facilitates acceptance of all civil complaints served on the Attorney General's office on behalf of any State of California agency/department, as required by statute. The Tort and Condemnation Section manages the Service Deputy Program for the Civil and Public Rights Divisions; therefore, the OT-G will be required to have strong communication skills, interact with staff at various levels and divisions, work well under pressure, independently and as part of a team, and is able to meet short deadlines.

SUPERVISION RECEIVED: Under the supervision of the Sacramento Supervising Deputy Attorneys General in the Tort and Condemnation Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, may be required to occasionally bend, stoop, carry or lift up to 25 pounds on an occasional basis, as well as other related physical requirements, including prolonged standing/sitting, or frequent walking. In order to perform the essential functions of this position, daily presence in the Sacramento office may be required.

TYPICAL WORKING CONDITIONS: Cubicle or individual desk in a smoke free environment.

ESSENTIAL FUNCTIONS:

- 50% Responsible for assisting with the Sacramento office's Service Deputy Program. Duties primarily include, but are not limited to: (1) security and reception checklist tasks in retrieving service documents; (2) scanning and emailing documents to the designated email box; (3) receiving the end of the day report from assigned service deputy; (4) sending the service documents to the Senior Assistant Attorneys General/Supervising Deputy Attorneys General as directed by the end of the day report via inter-office mail; and (5) miscellaneous service tasks as assigned.

- 20% Assists the Government Claims Unit (GCU) staff in monitoring and organizing the emails received in in the designated email box by categorizing emails for further review and processing by Associate Governmental Program Analyst and Staff

Services Analyst. Assists GCU staff in maintaining and organizing electronic file database in Relativity. Handles intake, sending, processing and maintaining paper documents received by and sent out by GCU staff. Under the direction of the GCU staff, may receive and maintain paper files of records received by the GCU as required by the State Administrative Manual.

- 15% computer software to proficiently type, edit, store, retrieve, print, process and fax documents and correspondence using modern office methods and procedures as required. Independently and with initiative completes correspondence and other non-legal documents pertaining to court proceedings which are often of a confidential nature. This includes providing support to legal teams consisting of attorneys, paralegals, analysts, and secretarial staff working on high profile and often multiple defendant cases.
- 10% Prepares and processes a variety of administrative forms, including but not limited to revolving fund requests, travel expense claims, and service authorizations as requested by Tort and Condemnation staff. Assists with opening and closing case files in ProLaw, inputting information in ProLaw database, and preparing to close files by boxing and preparing labels and slips for delivery to the Docketing Unit.
- 5% Performs other duties as may be required under the supervision of a Supervising Deputy Attorney General.

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

Supervisor's Signature