

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

JOB TITLE: Seasonal Clerk
POSITION NUMBER: 420-037-1120-901

STATEMENT OF DUTIES: The Seasonal Clerk will provide light clerical and administrative assistance to the Docketing Unit, Legal Support management, Business Services and Legal Secretaries.

SUPERVISION RECEIVED: Under the general direction of the Supervisor I and the close supervision of the Legal Support Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS & WORKING CONDITIONS: Employee may be required to perform tasks that require bending/stooping, carrying/lifting up to 25 pounds, climbing, kneeling, reaching/twisting, manual dexterity (grasping/keyboarding), pushing/pulling, prolonged standing/sitting, frequent walking. Employee is expected to use natural or assisted hearing and vision and be able to speak in a clear and professional manner in English to the public, clients and co-workers either in person or over the telephone. Employee works at a desk or in a cubicle in a workspace that may or may not have a window. More than one person may be assigned to the same workspace. The office is located in a high-rise building. The building is a smoke-free environment.

ESSENTIAL FUNCTIONS:

60% Legal Support/Docketing

Scan and convert paper documents to electronic format in ProLaw. Open/close electronic files in ProLaw and setup, update and close case files. Box and label closed case files, request case files from the Department's offsite storage locations and prepare records transfer lists. Create indexes of case files by reviewing exhibits and pleadings. Maintain photocopier and maintenance reports. File miscellaneous documents, type labels and assemble/organize contents of case files. Prepare travel expense claims, schedule appointments, meetings, and conference calls. Pickup/deliver mail and legal case files to appropriate section. Primary contact for video conferencing scheduling and set-up for the San Diego office.

30% Business Services Support

Provide coverage in reception and the mailroom as needed. Copy and scan documents and deliver supplies. Coordinate building maintenance requests and assist with other business services functions.

10% Marginal Functions

Assist members of Legal Support with special reports, events and projects; perform other business service/legal support functions as needed.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation.

- I am able to complete the essential functions and typical physical demands of the job without a need for reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require 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 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 Name (print)

Supervisor Name (print)

Employee Signature

Date

Supervisor Signature

Date