



Office of Legislative Counsel  
925 L Street  
Sacramento, CA 95814-3702

## **Duty Statement Capitol Office**

**Job Title:** Office Technician (Capitol Office)

**Statement of Duties:** Under the general supervision of the Legal Support Supervisor, the Office Technician works as a typist performing clerical work related to the legislative session that requires adaptation to various situations, judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. The Office Technician performs duties associated with the typing, reback, jacket, delivery, mail pickup, and document formatting duties for the Office of Legislative Counsel (OLC) legal staff and other customers during the annual legislative session and performs other work in support of Legal Support and the OLC during periods of legislative recess. This position is intended to provide incumbents with the opportunity to develop the knowledge, skills, and abilities required for successful performance. Through on-the-job training, guided instruction, and progressive responsibility, the incumbent is expected to build proficiency and demonstrate readiness to perform the full scope of duties associated with this role and in preparation for the higher classification of Senior Legal Typist. Mandatory overtime on weekdays, weekends, and holidays is required during peak periods of the legislative session.

Typical duties for the position vary depending on time of year. During the annual legislative session, typically January through September, duties consist primarily of technical work typing, formatting, and publishing various measures in support of the California State Legislature. Performance expectations generally will be met through achieving production standards that directly measure both quantity and quality of work performed. During periods of legislative recess, specific duties will depend on the needs of the organization but will remain consistent with the classification level. Performance expectations during recess periods will be determined by management consistent with the duties to be performed.

**Supervision Received:** The Office Technician reports directly to a Legal Support Supervisor.

**Typical Physical Demands:** Sitting, keyboarding, use of a mouse, and reviewing computer screens for long periods.

**Typical Working Conditions:** Cubicle work area in an office environment. Remote work will be available on a limited basis.

**Shift Hours:** 8:00 am to 5:00 pm with mandatory overtime on weekdays, weekends, and holidays during peak periods of the legislative session.

## **Essential Functions**

### *Legislative Session Periods*

- 75% Works independently to select and process work using the automated workflow system. Inputs data taken from the attorneys' drafts, including revisions to drafts, by using specialized software programs for the proper formatting of the text for publication for all versions of legislation (introduced, amended, enrolled, and chaptered). Prepares legal correspondence, form letters, budget amendments, and Governor's enrolled bill reports. Electronically process proposed and adopted legislation and electronically delivers by secured email to external clients and to the Office of State Publishing for publication.
- 10% Answers inquiries from the legal staff, Capitol staff, and other OLC staff as to the status of documents.
- 10% Assists other units and/or divisions during peak workload periods; performs other duties as assigned.
- 5% Prepares materials for and provides training to tenured and new employees in the various Office Technician tasks used by OLC.

### *Legislative Recess Periods*

- 70% Performs a variety of project or other work in support of the Legal Support Section or the organization consistent with the classification level. These duties may include, but are not limited to: creating and updating manuals, procedures, and workflow documents; helping develop, review, or assist in training other staff members; assessing system issues and working with IT staff to develop solutions to those issues; attending training, including cross-training of other functions within the Legal Support Section; and assisting management with assessing workflow, business processes, and work environment issues.
- 20% Performs work as assigned consistent with the duties enumerated under "Legislative Session."
- 10% Assists other units and/or divisions during periods of heavy workload; performs other duties as required.

### **Incumbents are expected to model OLC values and demonstrate the following personal characteristics:**

- Follow oral and written directions; provide functional guidance to others; keep difficult records; work independently; evaluate situations accurately and take effective action.

- Establish effective interpersonal relationships, deal tactfully with legal and support staff, legislative clients and staff, the public, and others outside the agency.
- Accuracy in typing, spelling, and grammar; paying careful attention to detail.
- Adaptability to change work priorities and fluctuate work hours and assignments; mandatory overtime; work well during stressful situations.
- Willingness to assist in other areas of the office, as needed, and to take on special projects as they occur.
- Willingness to accept increasingly difficult levels of responsibility, including training new employees in all tasks assigned to Office Technician.
- Adhere to the office attendance and leave policies, and lunch and break period assignments, keeping absenteeism and tardiness to a minimum.
- Be prepared to be reassigned to other agency work units, as required.
- Assist with mail pickup and delivery of Bill jackets.
- Must have knowledge of the legislative process, the legislative calendar, constitutional deadlines, legal terminology, bill drafting procedures, and the Legislative Counsel Bureau's office writing style.

***I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.***

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Signature of Employee

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Date



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## **Duty Statement Quality Assurance Unit**

**Job Title:** Office Technician (Typing)

**Statement of Duties:** Under the general supervision of the Legal Support Supervisor, the Office Technician works as a typist performing clerical work related to the legislative session that requires adaptation to various situations, judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. The Office Technician performs duties associated with the typing and document formatting duties for the Office of Legislative Counsel (OLC) legal staff and other customers during the annual legislative session and performs other work in support of Legal Support and the OLC during periods of legislative recess. The Office Technician also performs duties related to managing correction bills, has an understanding of the legislative process as it impacts corrections work. In addition, the Office Technician performs proofreading tasks with knowledge of the English language, word usage, word division, syntax, spelling, pronunciation, punctuation, grammar, and proofreading procedures, symbols, and terminology of OLC style. This position is intended to provide incumbents with the opportunity to develop the knowledge, skills, and abilities required for successful performance. Through on-the-job training, guided instruction, and progressive responsibility, the incumbent is expected to build proficiency and demonstrate readiness to perform the full scope of duties associated with this role and in preparation for the higher classification of Senior Legal Typist. Mandatory overtime on weekdays, weekends, and holidays is required during peak periods of the legislative session.

Typical duties for the position vary depending on time of year. During the annual legislative session, typically January through September, duties consist primarily of technical work typing, formatting, and publishing various measures in support of the California State Legislature. Performance expectations generally will be met through achieving production standards that directly measure both quantity and quality of work performed. During periods of legislative recess, specific duties will depend on the needs of the organization but will remain consistent with the classification level. Performance expectations during recess periods will be determined by management consistent with the duties to be performed.

**Supervision Received:** The Office Technician reports directly to a Legal Support Supervisor.

**Typical Physical Demands:** Sitting, keyboarding, use of a mouse, and reviewing computer screens for long periods.

**Typical Working Conditions:** Cubicle work area in an office environment. Remote work may be available on a limited basis.

**Shift Hours during session:** 10:00 am – 7:00 pm. Shift hours may vary and are dependent on the legislative session. However, this position does require mandatory overtime on weekdays, weekends, and holidays during peak periods of the legislative session.

**Shift Hours during recess:** Shift hours may be altered from the above during the legislative recess depending on the assignments and projects assigned. Advance notice of such a change will occur prior to the start of the alternate shift time.

### **Essential Functions**

#### *Legislative Session Periods*

- 75% Works independently to select and process work using the automated workflow system. Inputs data taken from the attorneys' drafts, including revisions to drafts, by using specialized software programs for the proper formatting of the text for all versions of legislation (introduced, amended, enrolled, and chaptered). Prepares legal correspondence, form letters, budget amendments, and Governor's enrolled bill reports. Electronically processes proposed and adopted legislation and electronically delivers by secured email to external clients and to the Office of State Publishing for publication. Checks amendatory measures against existing law to indicate the changes proposed; uses legislative publications, the Legal Services software system, and indices in finding and tracing the history of pending legislative measures. . Updates legislative measures with queries received from the Assembly and Senate Engrossing and Enrolling departments, Indexing, and Quality Assurance Unit, and does other related work.
- 10% Answers inquiries from the legal staff, Capitol staff, and other OLC staff as to the status of documents.
- 10% Assists other units and/or divisions during peak workload periods; performs other duties as assigned.
- 5% Prepares materials for and provides training to tenured and new employees in the various Office Technician tasks used by OLC.

#### *Legislative Recess Periods*

- 70% Performs a variety of project or other work in support of the Legal Support Section or the organization consistent with the classification level. These duties may include, but are not limited to: creating and updating manuals, procedures, and workflow documents; helping develop, review, or assist in training other staff members; assessing system issues and working with IT staff to develop solutions to those issues; attending training, including cross-training of other functions

within the Legal Support Section; and assisting management with assessing workflow, business processes, and work environment issues.

20% Performs work as assigned consistent with the duties enumerated under “Legislative Session.”

10% Assists other units and/or divisions during periods of heavy workload; performs other duties as required.

**Incumbents are expected to model OLC values and demonstrate the following personal characteristics:**

- Follow oral and written directions; provide functional guidance to others; keep difficult records; work independently; evaluate situations accurately and take effective action.
- Establish effective interpersonal relationships, deal tactfully with legal and support staff, legislative clients and staff, the public, and others outside the agency.
- Accuracy in typing, spelling, and grammar; paying careful attention to detail.
- Adaptability to change work priorities and fluctuate work hours and assignments; mandatory overtime; work well during stressful situations.
- Willingness to assist in other areas of the office, as needed, and to take on special projects as they occur.
- Willingness to accept increasingly difficult levels of responsibility, including training new employees in all tasks assigned to Office Technician.
- Adhere to the office attendance and leave policies, and lunch and break period assignments, keeping absenteeism and tardiness to a minimum.
- Be prepared to be reassigned to other agency work units, as required.
- Assist with mail pickup and delivery of Bill jackets.
- Must have knowledge of the legislative process, the legislative calendar, constitutional deadlines, legal terminology, bill drafting procedures, and the Legislative Counsel Bureau’s office writing style.

***I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.***

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Signature of Employee

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Date



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## **Duty Statement Typing and Publications Unit**

**Job Title:** Office Technician (Typing)

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**Supervision Received:** The Office Technician reports directly to a Legal Support Supervisor.

**Typical Physical Demands:** Sitting, keyboarding, use of a mouse, and reviewing computer screens for long periods.

**Typical Working Conditions:** Cubicle work area in an office environment. Remote work may be available on a limited basis.

**Shift Hours during session:** 10:00 am to 7:00 pm, and 12:00 pm to 9:00 pm. Shift hours may vary and are dependent on the legislative session. However, this position does require mandatory overtime on weekdays, weekends, and holidays during peak periods of the legislative session.

**Shift Hours during recess:** Shift hours may be altered from the above during the legislative recess depending on the assignments and projects assigned. Advance notice of such a change will occur prior to the start of the alternate shift time.

### **Essential Functions**

#### *Legislative Session Periods*

- 75% Works independently to select and process work using the automated workflow system. Inputs data taken from the attorneys' drafts, including revisions to drafts, by using specialized software programs for the proper formatting of the text for all versions of legislation (introduced, amended, enrolled, and chaptered). Prepares legal correspondence, form letters, budget amendments, and Governor's enrolled bill reports. Electronically processes proposed and adopted legislation and electronically delivers by secured email to external clients and to the Office of State Publishing for publication.
- 10% Answers inquiries from the legal staff, Capitol staff, and other OLC staff as to the status of documents.
- 10% Assists other units and/or divisions during peak workload periods; performs other duties as assigned.
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