

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

NAME:

JOB TITLE: Office Technician – Typing

POSITION NUMBER:

STATEMENT OF DUTIES: As a member of a legal support POD, the Office Technician (OT) performs a variety of difficult clerical tasks that require initiative, independence, and good judgment. The ability to concentrate and discern either written or verbal instructions or other directives in reaching logical conclusions, foreseeing possible obstacles and determining alternative methods of handling tasks is a day-to-day expectation. Must be able to work in a team environment, have good communication skills, work well under pressure, and demonstrate the ability to meet deadlines.

SUPERVISION RECEIVED: Under the general direction of the Supervisor II (Statewide POD Manager) and immediate supervision of a Supervisor I (POD Legal Support Manager), Office of Legal Support Services.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the OT may be required to perform tasks that require bending/stooping, carrying/lifting up to 40 lbs on an occasional basis, climbing, reaching/twisting, kneeling, manual dexterity (grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, or frequent walking. Ability to sit, type, rotate, and work at a computer workstation. The OT is expected to use natural or assisted hearing and vision and be able to speak clearly to the public, clients, co-workers, supervisor(s), and other office staff either in person or over the telephone.

TYPICAL WORKING CONDITIONS: Office typically occupies several floors of a high rise building serviced by elevator banks. Floors are carpeted or vinyl covered. The department is a smoke free environment. OTs are housed in either a window or windowless space at either individual desks or cubicles. More than one support staff member may be assigned to the same space.

ESSENTIAL FUNCTIONS:

40% Utilizes various computer databases to type, edit, process, maintain, store, retrieve, and distribute a variety of documents such as memos, letters, rosters, and makes travel arrangements and requests for reimbursement. Transcribes a variety of tapes in preparation of trial and assists with overflow work by transcribing memos and letters from tapes and written drafts. Assists legal secretaries with preparing documents in ProLaw for court filing by preparing exhibit tabs, Bates numbering, and indexing of cases, photocopying and faxing documents, including electronic documents. Collates and assembles voluminous documents; prepares case indexes on the computer and places into ProLaw; organizes trial binders and compiles documents; closes cases for routing to the

Docket Unit. Assists with preparing envelopes, labels, and messenger service slips for service of documents and receives and sends a variety of facsimiles for staff.

35% Uses various 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, and secretarial staff working on high profile and often multiple defendant cases.

20% Prepares and processes a variety of administrative forms, including but not limited to revolving fund requests, travel expense claims, and service authorizations. Assists in opening and closing case files in ProLaw, input information in ProLaw database, and prepares closed files by boxing and preparing labels and slips for delivery to the Docketing Unit.

MARGINAL FUNCTIONS:

5% Other duties as assigned by the POD Coordinator and/or under the direction of the Supervisor I.

I have read and understand the essential functions and typical physical demands required of the 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 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

Date

Supervisor's Signature

Date

(Revised July 2026)