Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Senior Legal Typist	Senior Legal Typist
NAME OF INCUMBENT:	POSITION NUMBER:
	280-303-3224-***
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
280-303-3224-003	Jason Yee
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Legal Office	Legal Support Supervisor
BRANCH:	REVISION DATE:
Directorate	3/7/2024

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☐ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the supervision of the Legal Support Supervisor, the Senior Legal Typist (SLT) prepares, serves, and processes incoming legal correspondence, pleadings, petitions, briefs, motions, and various legal notices and forms, for filing and service in accordance with legal requirements and deadlines with administrative agencies, including the State Personnel Board and the California Unemployment Insurance Appeals Board, and state and federal courts. Provides secretarial and administrative support for the Legal Office Staff of approximately 32 attorneys and Legal Analysts. The incumbent utilizes familiarity with legal terms, judicial forms and processes, Word and Excel and good judgment to analyze situations accurately and take effective action. The incumbent works within a team environment, displays strong communication skills, multitasks, and works well under pressure while meeting short deadlines. The incumbent will serve as the back up to the Analyst I to assist with maintaining and filing of Fraud Recovery Employment Development Department (FREDD) documents, and assists in intaking, tracking, and handling Public Record Act (PRA) requests.

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Percentage of Duties	Essential Functions
45%	Reviews and evaluates confidential legal documents received via mail or electronically, including federal or state grand jury, criminal, civil, or workers compensation subpoenas, court appearances, search warrants, authorizations, and small claims cases, and opens a new legal file using the ProLaw application for each new case matter. Once a new case matter is created, incumbent scans and drops corresponding legal documents into the new casefile. Assists staff Attorneys with serving legal correspondence and filings to the Attorney General's Office, the State Personnel Board, the California Unemployment Insurance Appeals Board, and others. Uses Outlook or other calendaring programs to calendar court appearances, administrative hearings, other case-related deadlines, and meetings.
15%	Formats and prepares Proof of Service, letters or memoranda for legal staff. Reviews outgoing correspondence and legal documents to ensure completeness and proper processing order. Utilizes programs such as Word or Excel to create spreadsheets or track completed work progress.
10%	Assists with maintaining and filing of Fraud Recovery Employment Development Department (FREDD) documents, and assists in intaking, tracking, and handling Public Record Act (PRA) requests. Assists with handling the PRA requests received through the AskEDD website portal and other means by reviewing and gathering information and potential responsive documents, and preparing and sending simple or technical responses to inquiries pertaining to the PRA's and inquiries from stakeholders within the applicable PRA timelines. Uses discretion to determine the most appropriate party to receive the PRA requests, and distributes PRA requests to the other EDD branches, Legal Office manager, or lead attorney for assignment or handling. Identifies confidential, privileged, or sensitive records for other requests from the GOVQ? website portal, and prepares documents for attorney's review.
10%	Screens incoming telephone calls and answers inquiries from various Employment Development Department (EDD) branches, attorney offices, law enforcement, and copy services to assist parties and litigants in person, by telephone, email, or fax as well as assist other departmental units while using the Legal Office ProLaw program to view case file entries to provide the most updated information.
10%	Receives, sorts, prioritizes, and distributes Legal Office mail, including pleadings, court decisions, briefs, opinions, notices of hearings, postponements, motions, summonses, demand letters and informal record requests. Maintains follow up records relating to the legal matters in process and ensures that legal notices and other legal forms are prepared and processed to meet legal requirements and deadlines.
5%	Schedules meetings using Zoom or other meeting software and Outlook. Monitors office legal calendar and advise the General Counsel and the Assistant Chief Counsels of approaching legal deadlines. Attends meetings to transcribe conversations pertaining to sensitive Legal Office matters. Maintain, organize and manage ordering office supplies.
Percentage of Duties	**Marginal Functions**

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5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☒ High Rise ☐ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Interaction with Customers:
☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Click here to enter text.

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	NW	7/9/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*
If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

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Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file