

**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: Seasonal Clerk – POD

POSITION NUMBER: 420-035-1120-901

STATEMENT OF DUTIES: As a member of a legal support POD, the Seasonal Clerk (SC) performs a variety of clerical and administrative assistance to members of the POD 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. The employee must comply with state and departmental rules and regulations, and office policies and practices.

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

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the SC 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 SC 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. SCs 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:

50% Using desktop hardware, such as personal computer, printer, scanner, as well as multi-function networked photocopiers and scanning machines, and various other equipment (i.e., cutter), prepares documents for printing/scanning/copying, including disassemble/reassemble documents to original order. Proficiently type, edit, store, retrieve, print, process using department supported software, including, but not limited to, ProLaw, Outlook, Adobe, Word and spreadsheet software. Scan and convert paper documents to electronic format. Reviews and processes legal documents, including court transcripts, in order to open/close electronic files, setup and update matters in ProLaw. Deliver/pick up and/or move legal case files/boxes from one location to another.

20% In preparation for interviews, depositions, meetings, or other office functions, sets up conference rooms, escort clients, visitors, Press and other employees to the appropriate floor/room. Maintain photocopier and maintenance reports. Create indexes of case files by reviewing exhibits and pleadings. File miscellaneous documents, type labels and assemble/organize contents of case files. Prepare travel expense claims, schedule appointments, meetings, and conference calls. Assist POD supervisors with gathering data and assembly of reports, and organizational POD projects. Assist POD team with copy, scan, and assembly of documents. Deliver/pick up and/or move legal case files/boxes from one location to another.

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:

10% Assist with special reports, office events and other POD duties and functions as needed.

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

Date

Supervisor's Signature

Date