

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
DUTY STATEMENT**

NAME:

JOB TITLE: Office Technician (Typing)

WORKING TITLE: Legal Support Technician

POSITION NUMBER: 420-031-1139-

STATEMENT OF DUTIES: The Office Technician performs a variety of tasks that require initiative and independent judgment. Must be able to carry out assigned tasks with minimal supervision and be able to work in a team environment, having strong communication skills, work well under pressure, and able to meet short deadlines.

SUPERVISION RECEIVED: Under the general direction of the Supervisor II and Supervisor I for Legal Support Operations, and the general supervision of a Legal Support Supervisor II and the immediate supervision of a Legal Support Supervisor I.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the Office Technician 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. Employee 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. The ability to concentrate and discern either written or verbal instructions, directives and/or court rules in reaching logical conclusions, foreseeing possible obstacles and determining alternative methods of handling tasks is a day-to-day expectation. Ability to type 40 wpm is required.

TYPICAL WORKING CONDITIONS: Office occupies several floors of a high rise building. Floors are carpeted or vinyl covered. The department is a smoke free environment. Office Technician is housed in an individual desk or cubicle.

ESSENTIAL FUNCTIONS:

75% Using 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 complete 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.

Transcribe a variety of tapes in preparation of trial and assist with overflow work by transcribing memos and letters from tapes and written drafts. Assist legal secretaries in

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preparing documents in accordance to ProLaw for court filing by preparing exhibit tabs, Bates numbering, and indexing of complex cases, photocopying and faxing documents, including electronic. Assist with preparing envelopes, labels, and messenger service slips for service of documents. Receive and send a variety of facsimiles for staff.

Organize trial binders, compile documents for responses to interrogatories and request for production of documents.

- 20%** Prepare and process a variety of administrative forms, including but not limited to revolving fund requests, travel expense claims, and service authorizations. Assist in opening and closing case files in ProLaw, input information in ProLaw database, and prepare closed files by boxing and preparing labels and slips for delivery to the Docketing Unit. Assist in floor inventory of equipment and monitor maintenance of photocopiers and fax machines. Prepare monthly meter reading report of floor copiers.

MARGINAL FUNCTIONS:

- 5%** Other duties as may be required under the direction of a Legal Support Supervisor.

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