

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Legal Secretary			WORKING TITLE Legal Secretary		
PROGRAM NAME Division of Occupational Safety and Health				UNIT NAME Legal/Bureau of Investigations	
ASSIGNED SPECIFIC LOCATION Oakland					POSITION NUMBER 400-430-1282-017
BARGAINING UNIT R04	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No	

General Statement

Under the general supervision of the Legal Support Supervisor I, the Legal Secretary will effectively work for two to four attorneys and will perform the following duties for the Division of Occupational Safety and Health (Division or DOSH) Legal Unit attorneys and/or Bureau of Investigations (BOI) special investigators in all forms including administrative, state and federal trial courts, and state and federal courts of appeal at all levels.

The Legal Secretary assists Legal Unit and BOI staff in a variety of substantive areas, including, but not limited to, proceedings before the Occupational Safety and Health Appeals Board (OSHAB), matters before the Occupational Safety and Health Standards Board and the Office of Administrative Law, proceedings in state and federal court at all levels as well as any other litigation that may arise involving the Division, and any internal Division, Departmental, or Agency matters.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
40%	Uses Microsoft Word or comparable software programs to assist attorneys in the typing, formatting, proofreading and finalizing of petitions, briefs, answers, writs, subpoenas, motions, orders, settlement agreements, motions to amend enforcement allegations, warrants, etc. Reviews applicable venues' rules for formatting, page limits, and other requirements, and ensures pleadings comply with venues' rules. Marks and generates tables of contents and tables of authorities for pleadings and briefs. Files and serves pleadings, briefs, and submissions in various venues, including the OSHAB and other state and federal courts. Maintains and updates service lists and official address records for pending matters. Prepares, checks for errors, and finalizes correspondence, form letters, legal notices, and bill analyses. Transcribes from dictated material or handwritten work in a variety of substantive areas. Assists attorneys with finalizing and mailing of more complex correspondence and other documents. Prepares and serves subpoenas on witnesses for depositions and appearances. Monitors the general Legal Unit email inbox and distributes correspondence and information received accordingly. Communicates with District Office and Regional Office Enforcement staff for the purpose of obtaining information and documents. Assists with preparation of exhibits for Legal Unit hearings before the OSHAB, superior courts and court of appeals by

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	scanning photographs, enforcement district office files, and employer submitted documents and numbering exhibits. Performs bate stamping as needed.
20%	Works closely with assigned attorneys' calendars, including calendaring appearances, filings, depositions, and all other case events and due dates and deadlines by using Microsoft Outlook calendar, Teams and any case management systems. Processes incoming mail for attorneys, Assistant Chief Counsels and Chief Counsel by reviewing hearing notices and other scheduled dates and calendaring as necessary. Maintains records relating to legal matters in process and ensures that legal notices and other legal forms are prepared and processed to meet legal requirements and deadlines. Makes travel arrangements for attorneys using the State travel website (Concur), and assists attorneys in the submission of travel expense reimbursement claims using the California Automated Travel Expense Reimbursement System (CalATERS) while conforming to the appropriate Memorandum of Understanding on behalf of assigned attorneys and/or investigators. Sets up depositions, by arranging a venue, court reporter and interpreter, if necessary. Sets up and arranges telephone and video conference appearances. Assists attorneys in scheduling and coordinating meetings or other group events, reserving conference rooms, and securing any necessary equipment. Operates various types of office machinery including copy machines, scanners, fax machines, video conference systems and polycom conference phones. Supports attorneys with any technical printer, copier, scanner or computer issues to the extent possible and contacts IT department on attorneys' behalf as needed.
20%	Accurately inputs information and saves documents into the legal case management system/s including but not limited to, newly docketed appeals, case files, pleadings, settlements, orders and/or final decisions. Handles intake of new cases and prepares new case files. Handles all filing and maintains paper and electronic case files, to ensure case files are up-to-date and prepared for attorneys in advance of appearances. Assists in closing case files, by completing case closure forms, scanning files for archiving on servers, and by shredding files for disposal.
15%	Receives and screens a variety of mail, telephone calls and visitors and shares this information with appropriate attorney or investigator in a timely manner. Answers a variety of inquiries concerning the progress of legal actions in process and gives information on the procedures required in handling these actions. Assists attorneys with preparation and sending of all outgoing mail.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as required such as requisitions and maintaining office supplies, coverage for other staff who are absent and attending trainings and meetings.

Conduct, Attendance, and Performance Expectations

The Legal Secretary is required to behave in an honest, fair and ethical manner, display superior work habits (e.g., organizational skills, accountability, timely completion of assignments), work independently,

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and produce the highest quantity and quality of secretarial work. The Legal Secretary is expected to be professional, courteous, and work cooperatively with all levels of DOSH management, staff, and the public. The Legal Secretary will be required to develop and maintain knowledge and skill related to specific tasks, methodologies, materials, and equipment, and adhere to departmental policies and procedures. The Legal Secretary must maintain consistent and regular attendance. The Legal Secretary will normally average forty hours of work per week including paid leave; however, depending on workload, special assignments, or projects, may occasionally be asked to work beyond the forty hours per week. The Legal Secretary may occasionally travel throughout the state as required with some overnight stays of varying length and frequency.

(**NOTE:** staff in the Cal/OSHA Legal Unit are teleworking and going into the office four times per week.)

Supervision Received

Under the general supervision of the Legal Support Supervisor I in the Legal Unit of the Division of Occupational Safety and Health.

Supervision Exercised

None.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Legal Secretary works in an air conditioned office building with natural and artificial lighting. In addition, the incumbent works in a typical office setting with an interior workstation in a smoke-free environment. While performing assigned duties, the Legal Secretary may be required to walk for extended periods of time to assist team members and professional staff. The incumbent may also be required to work extensively on computers, scanners, copiers, telephones, faxes, and/or shredders as necessary for processing work, drafting email communication, and other purposes. The incumbent should also be able and willing to telework. This position may also require in-state travel locally in Northern California for meetings and training and as determined according to the needs of DOSH.

Special Requirements/Other Information

This position requires the incumbent to perform sustained typing of at least 45 words per minute.

The Legal Secretary must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels within and outside of DIR and DOSH. The incumbent must have the ability to communicate effectively orally and in writing, adapt to changes in priority of assignments, read, understand and follow oral and written instructions, have good computer skills with proficiency in Microsoft Office software.

Physical Abilities

The incumbent must have the ability to move and transport up to 20 pounds.

Additional Requirements/Expectations

The Legal Secretary must have knowledge of legal concepts, terminology and technical legal terms. The incumbent is expected to maintain confidentiality at all times to sensitive information and the nature of the work performed.

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Personal Contacts

The Legal Secretary in this position has contact with attorneys and staff in DOSH Legal, employees and supervisors and managers in other divisions of DOSH, staff and management in the DIR Director's Office, other agencies within DIR and at the Labor and Workforce Development Agency, opposing counsel, unrepresented parties in their cases, judges and staff at administrative agencies, judges and staff in civil courts, court reporters, and members of the public.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.

Employee Name

Employee Signature

Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

AV

C&P Analyst Initials

8/11/2026

Approval Date

DUTY STATEMENT



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CIVIL SERVICE CLASSIFICATION Senior Legal Typist		WORKING TITLE Senior Legal Typist		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Legal/Bureau of Investigations	
ASSIGNED SPECIFIC LOCATION Oakland			POSITION NUMBER 400-430-3224-XXX	
BARGAINING UNIT R04	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under the general supervision of the Legal Support Supervisor I, the Senior Legal Typist will effectively work for two to four attorneys and will perform the following duties for the Division of Occupational Safety and Health (Division or DOSH) Legal Unit attorneys and/or Bureau of Investigations (BOI) special investigators in all for administrative courts.

The Senior Legal assists Legal Unit and BOI staff in a variety of substantive areas, including, but not limited to, proceedings before the Occupational Safety and Health Appeals Board (OSHAB), matters before the Occupational Safety and Health Standards Board and the Office of Administrative Law, and any internal Division, Departmental, or Agency matters.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
40%	Uses Microsoft Word or comparable software programs to assist attorneys in the typing, formatting, proofreading and finalizing of petitions, briefs, answers, writs, subpoenas, motions, orders, settlement agreements, motions to amend enforcement allegations, warrants, etc. Reviews applicable venues' rules for formatting, page limits, and other requirements, and ensures pleadings comply with venues' rules. Marks and generates pleadings and briefs. Files and serves pleadings, briefs, and submissions in various venues, including the OSHAB. Maintains and updates service lists and official address records for pending matters. Prepares, checks for errors, and finalizes correspondence, form letters, legal notices, and bill analyses. Transcribes from dictated material or handwritten work in a variety of substantive areas. Assists attorneys with finalizing and mailing of more complex correspondence and other documents. Prepares and serves subpoenas on witnesses for depositions and appearances. Monitors the general Legal Unit email inbox and distributes correspondence and information received accordingly. Communicates with District Office and Regional Office Enforcement staff for the purpose of obtaining information and documents. Assists with preparation of exhibits for Legal Unit hearings before the OSHAB by scanning photographs, enforcement district office files, and employer submitted documents and numbering exhibits. Performs bate stamping as needed.

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20%	Accurately inputs information and saves documents into the legal case management system/s including but not limited to, newly docketed appeals, case files, pleadings, settlements, orders and/or final decisions. Handles intake of new cases and prepares new case files. Handles all filing and maintains paper and electronic case files, to ensure case files are up-to-date and prepared for attorneys in advance of appearances. Assists in closing case files, by completing case closure forms, scanning files for archiving on servers, and by shredding files for disposal.
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Conduct, Attendance, and Performance Expectations

The Senior Legal Typist is required to behave in an honest, fair and ethical manner, display superior work habits (e.g., organizational skills, accountability, timely completion of assignments), work independently, and produce the highest quantity and quality of secretarial work. A positive and friendly attitude, attention to detail, flexibility, and willingness to learn are necessary. The Senior Legal Typist is expected to be professional, courteous, and work cooperatively with all levels of DOSH management,

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staff, and the public. DOSH Legal strives for a collegial environment, and all employees are expected to treat each other with courtesy and respect. The Senior Legal Typist will be required to develop and maintain knowledge and skill related to specific tasks, methodologies, materials, and equipment, and adhere to departmental policies and procedures. The Senior Legal Typist must maintain predictable, acceptable, consistent and regular attendance, while adhering to attendance and leave policies. The Senior Legal Typist will normally average forty hours of work per week including paid leave; however, depending on workload, special assignments, or projects, may occasionally be asked to work beyond the forty hours per week. The Senior Legal Typist may occasionally travel throughout the state as required with some overnight stays of varying length and frequency.

NOTE staff in the Cal/OSHA Legal Unit are teleworking and going into the office four times a week.)

Supervision Received

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Supervision Exercised

None.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

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Employee Acknowledgment

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Employee Name

Employee Signature

Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

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Supervisor Signature

Date

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AV

C&P Analyst Initials

8/11/2026

Approval Date