State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☒ CURRENT

☐ PROPOSED

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Senior Legal Typist	Administrative Judicial Legal Assistant

PROGRAM NAME	UNIT NAME
Division of Workers' Compensation	District Office

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Los Angeles	400 – 667-3224-467

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R04	2	No	No	No

General Statement

Under the supervision of the Legal Support Supervisor I, the Senior Legal Typist (SLT) will prepare and serve orders, decisions, correspondence and provides secretarial and administrative support to the Workers' Compensation Judge(s) (WCJ) assigned. The SLT will perform the following duties:

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

Percentage of Time Spent	Duties **Essential Job Functions**
40	Review and evaluate paper and electronically submitted legal documents; extract detailed information, record case status from court proceedings, update case participant information, schedule hearings, prepare and scan documents into the Electronic Adjudication Management System (EAMS); monitor inbox and work queues for assigned tasks; track and update activity and deadlines in the WCJ(s) calendar.
35	Review and process legal documents including case opening documents, petitions, legal briefs, pleadings, permanent disability rating instructions and walk through documents submitted in EAMS; utilize EAMS templates to prepare orders, awards, decisions and other documents; serve documents on all parties to the proceedings; draft Orders or Findings & Awards based on a WCJ's instruction.
20	Assist parties and litigants in person, by telephone, email or fax as well as assist other departmental units. Review and process incoming mail to assigned cases in EAMS or refer it to the WCJ for action. Prepare reports and monthly statistics. Transcribe machine dictation from a WCJ for reports, decisions or orders.
Percentage of Time Spent	**Marginal Job Functions**
5	Perform other duties as assigned to fulfill the operational needs of DIR/DWC or as directed by the Legal Support Supervisor I or Presiding Workers' Compensation

	Judge, including, but not limited to, assisting with ordering supplies or equipment, responding to requests for information from the public and assisting other staff with administrative functions.

Conduct, Attendance, and Performance Expectations

The State of California adheres to a number of laws and policies that are designed to promote a safe, comfortable, and professional work environment for all employees. As a state employee, you are responsible for arriving at and leaving work at the times agreed upon by your supervisor, including returning on time after lunch and break periods. You are expected to behave courteously and responsibly at all times. Remember that the image of an organization rests upon the behavior of the employees who represent it. You and your supervisor will participate in the regular employee appraisal process throughout your career. This gives you and your supervisor an opportunity to discuss your job performance and career development.

Supervision Received

The Senior Legal Typist reports directly to and receives the majority of assignments from the Legal Support Supervisor I; however, direction and assignments may also come from the Presiding Workers' Compensation Judge.

Supervision Exercised

None.

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

Work Environment

The Senior Legal Typist works in an air conditioned office building with natural and artificial lighting as well temperature control. In addition, the incumbent works in a cubicle in close proximity to others. The position requires work extensively on computers, scanners, copiers, telephones, faxes, and/or shredders as necessary for processing work, drafting email communication, and other purposes.

Special Requirements/Other Information

The Senior Legal Typist must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels within and outside of DIR and DWC. 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 position requires the ability for prolonged sitting and to work at a computer for extended periods of time and to move and transport office items in a safe manner.

Additional Requirements/Expectations

The Senior Legal Typist must type at least 45 wpm and have knowledge of legal concepts, terminology and technical legal terms. The incumbent is expected to maintain confidentiality at all times due to the access to sensitive information and the nature of the work performed. The incumbent must have the ability to follow the policies and procedures of DIR and DWC, work with staff at all

levels, be dependable, and communicate effectively to complete work assignments.

Personal Contacts

The Senior Legal Typist has frequent contact with staff at all levels within DIR and DWC. The Senior Legal Typist has occasional contact with attorneys, injured workers', hearing representatives and the public who request non-confidential information related to cases assigned to workers' compensation judges.

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 Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign 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	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date