STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Legal Support Supervisor I	42-Legal-Sacramento	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Legal Support Supervisor I	701-001-1277-XXX	09/25/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Supervisor II, and under the direct supervision of the Supervisor I, the incumbent is responsible for providing litigation support services through the direct supervision of the Legal Secretarial Team. The Legal Support Supervisor I (LSS I) will personally perform responsible confidential legal support work in addition to supervision of a Legal Secretarial Team.

CORE COMPETENCIES:

As a Legal Support Supervisor I, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Collaboration, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Collaboration, Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Employee Excellence - Collaboration, Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Integrity)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Employee Excellence - Collaboration, Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration, Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Collaboration, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Employee Excellence - Collaboration, Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description

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40%	E	Directly supervises, plans, organizes, and coordinates a team of legal secretaries providing litigation support and a variety of secretarial services to a professional staff of attorneys and paralegals; establishes and maintains positive working relationships and effective communication between professional and support staff. Calculates and tracks workload using various methods to ensure the legal support team meets deadlines. Suggests new concepts to provide more efficient services from the legal support team. Evaluate workload to determine necessity for overtime, staffing allocations and/or workload challenges and changes. Maintains attendance records, approves absences, and leave usage requests. Reviews and approves time sheets as well as authorizes vacation and other absence requests in accordance with Caltrans policies, office procedures, union contracts and needs of the office. Prepares probationary reports and annual performance appraisals for employees. Initiates, evaluates, prepares employee performance reviews and recommends appropriate personnel actions, and participates in corrective interviews as needed. Makes recommendations to Office Manager (Supervisor I) and/or Office Administrator (Supervisor II) on team secretaries' Merit Salary Adjustments and promotions. Determines the need for appropriate disciplinary action (progressive discipline) to correct performance issues and foster a productive workplace. Oversees issue resolution to ensure safety of support staff. Resolves and addresses problems escalated by support staff. Recruits, reviews, interviews, and recommends the hiring of new employees. Provides orientation and/or training for new employees. Attends and conducts team meetings.
30%	E	Reviews documents including correspondence, pleadings, discovery, and court forms to ensure accuracy and completeness in accordance with court rules and procedures, and office standards; on legal requirements [California Code Civil Procedure, California Rules of Court, Local Rules, and other reference material] of legal documents [pleadings, briefs, declarations, proofs of service, etc.] Proofreads all work product to check for typing, spelling, grammar and punctuation. The LSS I must train/ supervise/monitor the Legal Secretarial Team on office procedures: regarding location, content and completeness of hard-copy/electronic files, opening/closing cases, and assisting in processing of travel expense claims, travel advances and travel reservations for attorneys in compliance with the Caltrans Travel Rules and Guidelines. Special Requirement: Proficient in Microsoft Office (i.e. Table of Contents/Table of Authorities), Adobe Pro, WestLaw Forms Builder, and gain proficiency in Caltrans Legal case database (i.e. Salesforce).
20%	E	Establishes and maintains standardized procedures for preparation of all legal documents and correspondence. Answers a variety of inquiries from professional and support staff on procedural aspects of processing legal actions. Informs secretarial staff of changes in policy and procedures. Participates and works with the Supervisor I and/or Supervisor II in developing and implementing all aspects of legal support staff day-to-day procedures, hands on training functions to ensure successful implementation and completion of continuous Legal Secretary learning efforts. Maintains ongoing communications by facilitating/participating weekly (or bi-weekly) meetings. Seeks feedback, concerns and suggestion for staff improvement to effectively guide and mentor Legal Secretary Support staff. Monitors and evaluates invoice payment packages/settlement packages and ensures compliance with the rules of accounting regarding billings for services provided by vendors.
10%	E	The Legal Support Supervisor I must be able to perform legal support team work (format, proofread edit and file legal documents and pleadings in multiple jurisdictions in accordance with legal requirements and office procedures) Works in conjunction with other staff to ensure assigned duties are covered during absences and peak periods as assigned and assist as needed. Researches, responds to inquiries, performs ongoing legal support and special projects as delegated by the Supervisor I and/or Supervisor II.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
Directly supervises the Legal Support Team.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of: Legal terms and procedures before State and Federal courts as well as administrative agencies. Knowledge of litigations processes including the rules of discovery. It is also highly desirable that: The incumbent has capacity to work in a fast paced environment. The incumbent has excellent oral and written communication skills. The incumbent has strong organizational skills. The incumbent has excellent typing, grammar, spelling and punctuation skills. The incumbent has excellent work habits. Caltrans' organization, mission, policies, and procedures; Legal Division program goals, objectives, and priorities; principles and practices of employee supervision, development, and training; technical legal terms and formatting requirements of legal documents and their processing: understand judicial processes in State, Federal, trial and appellate courts, Office of Administrative Hearings and other venues of arbitration; proper format of state and federal citations; and use of legal resources from traditional library references, software and internet research tools. The incumbent should demonstrate expertise with word processing software such as Word, and have a working knowledge of the Microsoft Office Suite, including Excel, and must understand technical requirements of equipment and their operating systems/requirements. It is also highly desirable that the incumbent has a working knowledge of legal terms, litigation, rules of discovery, including electronic discovery and e-filings. Ability to: Adjust quickly to multiple priorities and short time frames. Produce a large volume of work. Keep confidential the content of all work performed.

Approach a problem by using a logical, systematic, sequential approach; use technology to simplify and streamline tasks; learn new technology techniques to enhance the job; establish a team environment and assign backup roles; manage, lead and enable the process of change and transition while helping others deal with their effects; listen to others and communicates in an effective manner; ensure that others involved in a project or effort are kept informed about developments and plans; ensure that important information from management is shared with employees and others as appropriate; give and receive constructive feedback; recognize differences of opinion, bring them out into the open for discussion, and look for win-win solutions; use appropriate interpersonal styles and methods to reduce tension or conflict between two or more people/groups; create solutions to problems using novel methods and processes; identify and respond to current and future client needs; provide excellent service to internal and external clients; make critical and timely decisions in difficult or ambiguous situations; take charge of a group when it is necessary to facilitate change, overcome an impasse, face issues, or ensure that decisions are made; delegate responsibility, work with others, and coach them to develop their capabilities; identify the information needed to clarify a situation and drawing out the information when others are reluctant to disclose it; convey confidence in employees' ability to be successful, especially at challenging new tasks; allow employees' freedom to decide how they will accomplish their goals and resolve issues; take responsibility for own work, including problems and issues; anticipate and prevent breaches in confidentiality and/or security; presents arguments that address others' most important concerns and issues and looks for win-win solutions; identify and propose solutions that benefit all parties involved in a situation; provide guidance in how to strengthen knowledge, skills, and competencies to improve personal and organizational performance; communicate effectively and develop employees; develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; ensure the effective, efficient, and sustainable use of public service resources and assets; function effectively when under pressure and maintain self-control in the face of hostility or provocation; find creative ways to make people's work rewarding; communicate ideas, thoughts, and facts in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for independently carrying out the policies, goals and objectives of the division as they relate to the varied and complex administrative work of the position. Consequences of error in failure to adequately respond or poor decisions may adversely affect the division's ability to accomplish its mission.

The incumbent is generally responsible only for the decisions required to successfully complete job functions as described above; however, errors may affect the ability of the Legal Division to promptly and accurately advise Department personnel at all levels, and inability to adequately represent the Department in court. This could result in loss of millions of dollars, court sanctions, and/ or loss of credibility in the courts, with other public agencies and the public.

PUBLIC AND INTERNAL CONTACTS
The incumbent will work with all levels of staff and management within the division, statewide, and various Headquarters divisions. Employee must maintain cooperative working relationships with office professional and support staff as well as other departmental employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Must be able to work under pressure, meet deadlines and maintain a helpful, positive attitude. Must have the ability to work on a

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keyboard, have manual dexterity, sit for long periods, develop and maintain cooperative relationships, and have the ability to focus for long periods of time. Position occasionally requires travel to Division's Legal Offices and elsewhere for training and working related purposes.

WORK ENVIRONMENT
While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Overtime may be required, and vacations may be restricted based on personnel coverage and workload needs.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE

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