DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF ADMINISTRATIVE SERVICES
LEGAL SUPPORT OPERATIONS
SAN FRANCISCO
DUTY STATEMENT

NAME:
JOB TITLE: Office Technician (Typing) - Criminal and Civil Docketing
POSITION NUMBER: 420-033-1139-xxx
WORKING TITLE: Docketing Technician

STATEMENT OF DUTIES: The Office Technician (Typing) performs complex and responsible duties in the maintenance of the statutorily required legal case docket of the Office of the Attorney General. The Office Technician (Typing) uses a variety of hardware and software, as well as paper-based filing and archival systems, to maintain the records of case-related documents of civil and criminal docketed cases throughout the life cycle of the records, pursuant to the legal divisions' records retention schedules.

SUPERVISION RECEIVED: Under the general direction of the Office Manager and immediate supervision of a Legal Support Supervisor I.

TYPICAL PHYSICAL DEMANDS: Dependent upon the assigned duties, the incumbent's required duties include bending/stooping, climbing, reaching/twisting, kneeling, manual dexterity (grasp, handle, keyboarding), pushing/pulling, prolonged periods of standing/sitting and frequent walking. He/she must have the ability to lift up to 25 pounds (i.e., file boxes) on a daily basis. (Note: STD 610 does not need to be completed.)

WORKING CONDITIONS: The technician works in a smoke-free environment. He/she must have the ability to use natural or assisted hearing and vision and be able to speak clearly to the public, clients, co-workers, supervisor(s), and other 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 obstacles and determining alternative methods of handling tasks is a day-to-day expectation. He/she must have the ability to lift up to 25 pounds (i.e., file boxes) on a daily basis. (Note: STD 610 does not need to be completed.)

ESSENTIAL FUNCTIONS:

40% Independently reviews, identifies and processes a wide variety of daily incoming and outgoing legal documents. Enters data from legal documents into the ProLaw case management program which requires an understanding of the data processing requirements of ProLaw. Timely scans and dockets Criminal and Civil case documents so that the Office of the Attorney General staff can meet required court imposed deadlines. Ensures that documents are forwarded to the assigned attorney. Uses departmental supported software, including, but not limited to, ProLaw, MSOutLook, Adobe, MSWord and Excel software. Uses desktop hardware, such as personal computer, printer, and scanner, as well as multi-function networked photocopiers and

scanning machines.

20% Opens new criminal matters for certain types of cases including defendant's appeals, and people's appeals. Reviews and processes legal documents, including court transcripts, in order to process new case matters.

20% Assists with internal filing of legal documents into files in the Docket Unit and Central Files which includes the suspense, miscellaneous, and docketed case files. Scans and processes transcripts and documents received in the mail for the Criminal division, including miscellaneous documents. Picks up and time stamps mail. Delivers docketed mail and cases.

10% Assists with records management activities. These include monitoring Records Disposition Schedules, boxing and labeling closed case files, preparing records transfer lists, entering and/or updating closed case file data into ProLaw, and requesting case files from the department's records centers (State Records Center and Pacific Storage).

5% Communicates on a regular basis by phone, in person, at service counter or by e-mail with the legal staff, other departmental staff, court clerks, and opposing counsel to exchange and obtain information regarding docketed cases. Responds to requests for legal case status using ProLaw.

MARGINAL FUNCTIONS:

5% Performs other miscellaneous duties or legal support functions as departmental office needs require (i.e., court run to the local venue Superior Court, Court of Appeal and United States District Courts)**.**

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

DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
LEGAL SUPPORT OPERATIONS
DOCKETING UNIT
DUTY STATEMENT

NAME:
JOB TITLE: Senior Legal Typist
POSITION NUMBER: 420-033-3224-xxx
WORKING TITLE: Docketing Specialist – Criminal and Civil Docketing

STATEMENT OF DUTIES: The Docketing Specialist performs complex and responsible duties in the maintenance of the statutorily required legal case docket of the Office of the Attorney General (AG). The Docketing Unit serves as the Department of Justice's (Department) liaison for Legal Support Services, various control agencies, and public contacts in regard to the docketing requirements established and required of the Department and maintains the records of case-related documents of Civil and Criminal docketed cases throughout the life cycle of the records, pursuant to the legal divisions' records retention schedules. Docketing Specialist examine and process a wide variety of Docketing essential tasks involving Criminal/Appeals Writs and Trials (CRIM/AWT), Criminal/Correctional Writs and Appeals (CRIM/CWA) and Civil/Correctional Law Section (CIV/CLS) legal documents. Ability to type at a speed of 45 words per minute.

The Docketing Specialist will have extensive experience in handling legal documentation, achieve a higher level of independence and will be given complex tasks to complete. The Docketing Specialist will act as a lead while assisting with training and mentoring new staff, or those in a lower classification.

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

TYPICAL PHYSICAL DEMANDS: Dependent upon the assigned duties, the Docketing Specialist required duties include bending/stooping, climbing, reaching/twisting, kneeling, manual dexterity (grasp, handle, keyboarding), pushing/pulling, prolonged periods of standing/sitting and frequent walking. The Docketing Specialist works in a smoke-free environment. He/she must have the ability to occasionally lift up to 40 pounds, (i.e., file boxes).

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the HQ office periodically for operational needs.

ESSENTIAL FUNCTIONS:

50% Independently reviews, identifies and processes a wide variety of daily incoming and outgoing legal documents filed in the federal, state and appellate courts. Enters data from legal documents into the case management system (ProLaw), which requires an understanding of the data processing requirements and familiarity with the nature of law for each legal section. Reviews the more complex legal documents as a lead; identifies court orders directing the Office of the AG to respond; processes and dockets Criminal and Civil case documents so that the Office of the AG staff can meet required court-imposed deadlines. Ensures that documents are timely docketed and routed to the assigned attorney. Troubleshoots issues for misrouted or misplaced documents, transcripts and case files using ProLaw and other filing systems. Contacts legal staff or court personnel for clarification on legal documents received. Answers questions from the legal staff pertaining to a case matter. If called upon, signs a declaration or testifies in court on the unit's processes and docketing system. Uses department supported software, including, but not limited to ProLaw, Microsoft Word, Outlook, Excel, Adobe Acrobat, and other processing and spreadsheet software. Uses desktop hardware, such as personal computer, printer, and scanner, as well as multi-function networked photocopiers and scanning machines.

10% Acts as Case Coordinator and opens all new criminal matters for certain types of cases including Defendant Appeals, Federal and State Habeas, Federal Appeals, and People's Appeals. Reviews and processes legal documents, including court transcripts, in order to process new case matters. Ensures that physical files and ProLaw matters are opened accurately. Updates important case information both in ProLaw Matters and in Files modules.

10% Assists with filing of legal documents into files in the Docketing Unit and Central Files which includes the suspense, miscellaneous, and docketed case files. Scans and processes documents received in the mail for the Criminal and Civil divisions, including miscellaneous documents, and redaction letters. Picks up, time stamps, sorts, distributes and, processes mail. Delivers docketed mail and cases, as directed.

10% Assumes additional responsibilities and works independently with minimal supervision. Acts as a lead on all records management activities. This includes monitoring Records Disposition Schedules, boxing and labeling closed case files, preparing records transfer lists, entering and/or updating closed case file data into ProLaw, requesting and returning case files to/from the department's records centers (State Records Center and Pacific Storage). Manages the Records Destruction services, by scheduling services, processing invoices, and maintaining reports, as needed.

10% Acts as a lead while assisting with training and mentoring new staff, or those in a lower classification. Performs random quality control checks (QC) on newly hired Docketing team members, including Office Technicians and Seasonal Clerks. Assists in overseeing scanning and Docketing a high volume of incoming records on appeal (paper copy and electronic), including incoming and outgoing mail, through managing multiple folders.

5% Communicates on a regular basis by phone, in person, at service counter or by e-mail with all levels of Department staff, and court clerks to exchange and obtain information

regarding docketed cases. Independently handles Docketing related inquiries from all levels of Department staff, court clerks, opposing counsel as well as offsite storage personnel. Researches and troubleshoots issues raised within miscellaneous documents for all legal divisions.

MARGINAL FUNCTIONS:

5% Acts as a lead in the absence of the Docketing supervisors by sorting and distributing incoming mail to Docketing staff to process. Performs other miscellaneous duties or legal support functions as departmental office needs require (i.e., court run to the local venue Superior Court, Court of Appeal and United States District Courts**).** Reconciles Docketing invoices, troubleshoots Docketing equipment or places service calls with BSU/TAC, if necessary. May be required to provide back-up support to other units, such as Reception, when needed. Escorts vendors, visitors, or delivery persons in DOJ space as assigned.

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