DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
DUTY STATEMENT

NAME:
CLASSIFICATION: Legal Secretary
WORKING TITLE: Legal Secretary

STATEMENT OF DUTIES: Under the general direction of a Supervising Deputy Attorney General, the legal secretary performs legal secretarial duties and is assigned to provide support to Division of Medi-Cal Fraud and Elder Abuse (DMFEA) Criminal Prosecutions legal staff. The Legal Secretary adheres to office procedures, ensures all legal documents are skillfully drafted, proofread, formatted, and files/serves said documents in accordance with legal requirements and court deadlines. The Legal Secretary maintains internal databases and systems and organizes voluminous case files complying with federal, state, and local laws, rules, and regulations, as well as office policies and practices. The Legal Secretary drafts, reviews, and processes office correspondence, maintains office calendars including upcoming court dates, processes subpoenas, arranges travel for staff and processes reimbursement claims, and updates court appearances and outcomes in the internal database.

SUPERVISION RECEIVED: Under the general supervision of a Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to lift up to 25 pounds. May be required to sit for extended periods of time to operate a computer terminal, transcribe tapes from Dictaphone, and stand to photocopy and assemble documents.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an interior or exterior office or cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

35% Types, processes, stores, retrieves, edits, and files legal documents and correspondence, such as pleadings, briefs, motions, and related legal documents using modern office methods and procedures as required; assures all documents are prepared, proofread, copied, and processed to meet all legal requirements and deadlines; uses law library and computer data base programs to check case citations and quoted matter, locate copies of jury instructions, statutes, and cases; and calendars appointments, court appearances, and statutory appointments. Transcribes complex machine dictation consisting of a wide variety of legal documents and correspondence and taped interviews and conversations.

30% Provides ProLaw case management support: adds docket events following each court appearance and formats as required for the Daily Report; scans and imports documents associated with the docket event; tracks status of locally prosecuted cases; following adjudication, completes case closure - creates DHHS/OIG Consolidated Reporting Worksheet, adds sentencing information to referral tab, creates referral packet for appropriate agencies, adds referral information and dockets event; and notifies ProLaw database administrator and Support Services Unit of completion.

15% Assists attorneys in preparing complex cases for litigation and jury trial.

10% Performs data entry. Queries case information, accessing various databases. Assists with overflow work, deadline filings, and acts as backup for receptionists and other secretarial stations, as needed; makes travel arrangements; requests travel advances, and prepares travel expense claims.

5% Coordinates the transfer of records to the State Records Center. Reviews the Division's record retention schedule and policies and archives files accordingly. Prepares all forms, including detailed list of files, and forwards to Headquarters coordinator. Upon DMFEA Headquarters' approval, arranges for transport of files via mover. Completes requests for retrieval of archived files.

5% In support to the assigned paralegal and under the direction of the case attorney, may prepare discovery which includes the organization, indexing, numbering, copying, and delivery of discoverable case material. May perform other duties or special projects as needed.

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 Signature Date	Supervisor Signature Date
Employee Name	Supervisor Name