DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
LOS ANGELES
DUTY STATEMENT

NAME:
JOB TITLE: Office Technician (Typing)
POSITION NUMBER:
WORKING TITLE: Docketing Technician – Criminal and Civil Docketing

STATEMENT OF DUTIES: The Docketing Technician performs complex and responsible duties in the maintenance of the statutorily required legal case docket of the Office of the Attorney General. The Docketing Unit serves as the Department of Justice's liaison for Legal Support Services, various control agencies, and public contacts in regard to the docketing requirements established and required of the department. The Office Technician 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. Under direct oversight, Docketing Technician 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 40 words per minute.

Docketing Technician in this classification work in a learner capacity and allows for the necessary professional development of an Docketing Technician within the unit. An employee in this class receives on-the-job instruction and performs work that will provide practical experience in administrative support in the Docketing Unit.

SUPERVISION RECEIVED: Under the general direction of the Supervisor I (Assistant Office Manager), the general supervision of a Legal Support Supervisor (LSS) II, and immediate supervision of a LSS I.

TYPICAL PHYSICAL DEMANDS: Dependent upon the assigned duties, the Docketing Technician 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 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. The Docketing Technician works in a smoke- free environment. 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.

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% 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 processes 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 department supported software, including, but not limited to, ProLaw, Outlook, word processing and spreadsheet software. Uses desktop hardware, such as personal computer, printer, and scanner, as well as multi-function networked photocopiers and scanning machines.

15% Opens 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.

15% Assists with 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 documents received in the mail for the Criminal and Civil divisions, including miscellaneous documents, and redaction letters. 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, and court clerks, to exchange and obtain information regarding docketed cases. Responds to requests for legal case status using ProLaw.

MARGINAL FUNCTIONS:

5% Performs other miscellaneous duties, i.e., court run to the local venue Superior Court, Court of Appeal and United States District Courts. May be required to provide back-up support to other units, such as Reception when needed, escort vendors, visitors, or delivery persons in DOJ space as assigned, or other clerical support functions as departmental office needs require.

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

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DUTY STATEMENT

NAME:
JOB TITLE: Senior Legal Typist (SLT)
POSITION NUMBER: 420-035-3224-

STATEMENT OF DUTIES: Under general supervision and as a member of a LSO team, the incumbent performs difficult legal clerical work and less complex legal secretary work for three or more attorneys, and/or other professional staff in the Office of the Attorney General located in Oakland, San Francisco, Los Angeles, San Diego, Sacramento and Fresno. The SLT must have strong communication skills, work well under pressure, meet short deadlines and comply with state and departmental rules and regulations, and office policies and practices.

SUPERVISION RECEIVED: Under the general direction of the Supervisor I (Assistant Office Manager), the general supervision of a Legal Support Supervisor (LSS) II, and the immediate supervision of a LSS I.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the SLT may be required to perform tasks that require bending/stooping, occasionally carrying/lifting up to 20 lbs., climbing, reaching/twisting, kneeling, manual dexterity (grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, and frequent walking.

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. Office typically occupies several floors of a high rise building serviced by elevator banks. Floors are carpeted or vinyl covered. The department is a smoke free environment. SLTs typically sit in a windowless space at either individual desks or cubicles. More than one SLT or support staff may be assigned to the same space. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee owned equipment, including but not limited to internet bandwidth to perform all work.

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:

40% Prepare a wide variety of difficult legal clerical work for the Division of Administrative Services, Legal Support Operations (LSO), which may include filing court documents in various California, Federal, and out-of-state courts at all levels. Develop an understanding of local, state, district, and

national court rules, as well as how the courts are structured. Develop a basic to moderate level of understanding of the Attorney General's case management system (ProLaw). Develop and maintain a standard level of proficiency in ProLaw. Correctly identify document types and index those documents in the ProLaw. Retrieve a variety of information from ProLaw (e.g., number of open and active files associated with an attorney). Retrieve, edit, and re-save information from and to the case management software program, ProLaw. Digitize paper documents and store them in the correct location in ProLaw. Be knowledgeable and responsible for how, where, and in what sequence documents should be placed in a paper file. Apply legal terms appropriately and correctly when discussing task assignments and reporting on the status of those tasks. Be knowledgeable on the use of legal terminology specific to a section's legal practice. Review and docket Criminal and Civil case documents in a timely manner. Ensure that documents are forwarded to the assigned attorney. Index trial binders based on the specifications required by a particular legal section; and understand numerical sequencing and how to apply that process to numbering of documents and merging it with a legal section's requirements. Prepare shell pleadings for responses to interrogatories and production of documents. Add, maintain, and update ProLaw Case Management information, such as opposing counsel, courts, and addresses for all parties, expert witnesses, clients, and close cases. Establish and maintain an efficient system for staging correspondence, pleadings, and other legal documents pending file placement, scanning, or routing. Prepare casefiles for closing by following a sequence of pre-described tasks. Write and communicate effectively; maintain effective working relationships; and understand court rules and how to apply them.

30% Use various department-supported desktop technology, telecommunication devices and supported computer software including, but not limited to: word processing document assembly, cite checking, case management, electronic case filing and other standard business software programs to proficiently type, format, edit, store, retrieve, print, process, fax and electronically transmit and/or file correspondence, court forms, legal documents and pleadings (e.g., petitions, briefs, opinions, notices, motions); adhere to procedures for preparation and filing of legal documents and correspondence; ensures all documents are prepared, proofread, copied, and processed (filed/e-filed and served) in accordance with legal requirements and deadlines; and verifies case/legal citations and quoted text.

20% Set-up and maintain case files. Prepare travel-related forms and expense claims; prepare subpoenas and request checks from accounting for witness fees and mileage; prepare revolving fund requests for travel and miscellaneous case-related costs; maintain absence and travel records; and process invoices.

10% Assist with overflow work. Performs other duties as required.

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