Classification Title: Legal Secretary	**Branch/Division/Bureau:** Legal Branch/Litigation/ Fraud Liaison Bureau
Working Title: Legal Secretary	**Office/Unit/Section/Geographic Location:** Oakland
Position Number (13 Digit): 413-236-1282-602	**Conflict of Interest Position:** ☑ **NO** ☐ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:
Under general direction of the Legal Support Supervisor I, the Legal Secretary performs the full range of legal secretarial and administrative functions in support of the Fraud Liaison Bureau. The incumbent types, formats, files, and serves legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; performs complex clerical work; and coordinates and schedules court-related services with specific instruction.

ESSENTIAL FUNCTIONS

35% Use the California Style Manual and the Blue Book to format, review, and complete a variety of legal documents in accordance with court rules. Enter correspondence and materials into the Legal Branch's Case Management Systems. File documents with the correct federal or state court, and proper service of documents and accompanying materials. Maintain physical case files and logs.

35% Schedule hearing rooms and meetings; assist in maintaining master case calendar. Schedule travel and arrange for court reporters and translators as needed. Copy and organize discovery materials, public records requests, exhibits, and trial notebooks.

15% Receive and respond to a variety of inquiries by telephone or in person from the public and various parties including insurers, relators, and attorneys regarding status of matters and procedural questions. Interact with the public, administrative agencies, state courts and other governmental entities.

10% Place orders for court reporters, court translators, library materials and other legal supplies. Check billing and invoices for accuracy before submission to Accounting.

MARGINAL FUNCTIONS

5% Provide back-up support to other bureau support staff when needed.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

Work Environment:

- Work in a high-rise office building.
- Eligible for telework in accordance with CDIs Telework policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature Date

_____

Printed Name

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

_____

Supervisor Signature Date

_____

Printed Name