State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Legal Secretary	Legal Secretary

PROGRAM NAME	UNIT NAME
Division of Labor Standards Enforcement	Legal Unit

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Statewide	400 – XXX-1282-XXX

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R04	2	No	No	No

General Statement

Under the general supervision of the Legal Support Supervisor I, the Legal Secretary performs the full range of legal secretarial work for Staff Attorneys, Assistant Chief Counsels and Chief Counsel of the Labor Commissioner's Office, including but not limited to, the preparation of court documents; legal referrals; and preparing cases for court. Incumbents have an understanding of the judicial processes and filing rules and procedures of local, state and federal trial courts, state and federal courts of appeal (including the Ninth Circuit Court of Appeals and all of the state district courts of appeal), the California Supreme Court and the United States Supreme Court.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
35%	Prepares pleadings and other documents for court proceedings: uses Microsoft Word to transcribe from dictated material or handwritten work a wide variety of legal correspondence, petitions, complaints, answers, demurrers, motions, briefs, writs, appeals, subpoenas, judgments, orders, settlement agreements, and memoranda in, among others, the following substantive areas: de novo appeals from Labor Commissioner's orders, decisions, or awards, civil actions filed by the Labor Commissioner in wage and hour cases, discrimination cases, public works cases, original writ proceedings in Superior Court challenging decisions in civil penalty and licensing cases, federal district court cases challenging the constitutionality of state law, and appellate level cases in state and federal courts.
20%	Prepares pleadings to be filed in administrative proceedings, such as the Office of Administrative Hearing or Labor Commissioner's Office, in license revocation and license application denial proceedings (involving the various types of businesses that are licensed by the Labor Commissioner), and public works contractor debarment hearings; eFiles/Files pleadings with all courts and administrative agencies, and drafts documents evidencing proper service of such pleadings, ensures proper service when service is made by mail.
20%	Handles legal referrals for attorney's review. Upon acceptance of a legal referral, opens, maintains and updates the attorney's case files (electronically and/or with hard copy documents) until case settles and closes. Calendars court appearances and due dates for filing court documents, maintains and prints calendars for attorneys using MS Outlook. Keeps records and prepares monthly and annual

	statistical reports relating to attorney work assignments and cases using MS Excel. Contacts federal court, state court, and administrative hearing calendar clerks to set up and confirm dates for trials, hearings, and motions, and contacts claimants, opposing counsel and witnesses to advise the same; drafts routine correspondence and handles attorney's incoming and outgoing mail.
20%	Assists attorneys in preparing cases for court: schedules and coordinates depositions, arranges venues, court reporters and interpreters as needed, serves deposition notices, contacts witnesses and processes witness fees in a timely manner. Types legal memos addressed to staff and opinion letters addressed to members of the public on issues of law. Files liens and judgment abstracts with courts and county recorder's offices, and prepares notices of bank levies to effectuate collection of judgments, maintains records of amounts collected and owed on all judgments, calculates accrued interest on unpaid judgments, processes payments received from defendants.
Percentage of Time Spent	**Marginal Job Functions**
5%	Performs Public Information Duty (PID) for the Division's public counter by telephone, direct contact or electronic mail by providing information about regulations, policies, procedures, and programs within the Division. Evaluates information about workplace conditions and provides information about potential violations and available laws to address these violations as well as all claim-filing alternatives. Conducts research on the internet and databases to identify employer information. Directs the public to available resources online or otherwise provides informational materials to workers and employers. Responds to inquiries by the public regarding case status by communicating appropriate information available in Salesforce or communicating with respective team member to obtain status. Assists the public with completing various claim forms and provides information about local advocates that provide free legal services. Enters all claims received into Salesforce database. Performs other job-related duties, including takes messages, schedules appointments, transfers calls, and greets visitors.

Conduct, Attendance, and Performance Expectations

Work duties are expected to be performed productively and efficiently. Conduct shall be respectful and reflective of a professional team environment, and in accordance with the Labor Commissioner's Office mission and vision.

- Communication shall be clear, concise and timely with leadership, teammates, and the public we serve. Communication shall be in a manner that encourages open dialog to achieve mutual understanding, problem solve, and build trust.
- Trust is crucial to building a working relationship and team environment. Team members are expected to continually monitor their work, provide timely responses to the public in accordance with relevant policies and procedures, and practice decorum in such communication. Work challenges and the inability to meet deadlines are to be communicated immediately to leadership.
- Team members are expected to report timely to their work shifts, work the required hours for their time base and in accordance with the position's work week group, abide by relevant attendance policies, and be mindful of the impact of one's attendance to the overall work of the program and team morale.

Supervision Received

Reports to the Legal Support Supervisor I, but may receive assignments and direction from Attorneys, Assistant Chief Counsels, and Chief Counsel.

Supervision Exercised

This position does not supervise others.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Based in a low to mid-rise office building in a smoke-free environment with carpeted flooring. The incumbent works in a cubicle in a workspace that may or may not have a window. The office is climate-controlled with occasional fluctuations in temperature.

Special Requirements/Other Information

Must type 45 wpm (words per minute); Valid typing certificate required.

Physical Abilities

The incumbent must be able to remain in a stationary position and to work at a computer for extended periods of time and to move and transport office items weighing up to 25 lbs. in a safe manner.

Additional Requirements/Expectations

The incumbent is expected to be able to effectively communicate to the general public, clients, co-workers, supervisor, attorneys and other office staff either in person, over the telephone, by email or in writing. The incumbent is expected to treat and handle sensitive and confidential matters with tact and professionalism.

The incumbent is encouraged to develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Personal Contacts

The Legal Secretary should be able to maintain productive partnerships with the general public, clients, attorneys, DLSE managers and deputies, supervisors, assistant chief counsels, coworkers and other DLSE employees, and, as required, court clerks, and staff at other state agencies.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

A.T	10/26/2026
C&S Analyst Initials	Approval Date