CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Office of Legal Affairs	065-400-1282-009			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Legal Secretary			
	WORKING TITLE			
Administrative Support Section Employment Advocacy and Prosecution Team Legal Support Unit B	Legal Secretary			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Bakersfield, CA 93311				

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

The Office of Legal Affairs (OLA), Employment Advocacy and Prosecution Team (EAPT) assists in investigations into employee misconduct, advises on disciplinary decisions, and pursues disciplinary actions on behalf of CDCR. In addition, EAPT litigates appeals to the State Personnel Board (SPB), requests to file charges with the SPB, or whistleblower complaints before the SPB, and defending or prosecuting petitions for writs of administrative mandamus before the superior and appellate courts.

GENERAL STATEMENT

Under the general direction of the Supervisor I, Legal Support Unit, the Legal Secretary is responsible for providing administrative legal support to staff counsel litigating a variety of legal disputes in state and federal courts and before administrative agencies. The incumbent will perform complex clerical work and coordinate court-related services with instructions using modern office technology and equipment, including word processing, legal applications, and automated systems in legal support.

This position requires knowledge of legal procedures, technical legal terms, legal forms and documents, the judicial process, proper formatting of state and federal citations, court rules and requirements, legal resources from traditional library references and software applications. The incumbent will be required to demonstrate effective oral and written communication, use Business English, utilize good judgement, and have familiarity with file maintenance.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	Type, prepare, and process legal documents, correspondence, memoranda, notices, and forms through dictation or handwritten communication from legal staff, such as, but not limited to: pleadings, motions, briefs, trial briefs, statements, discovery responses, declarations, contact update forms, preemptory strike lists, and subpoenas; copies and assembles exhibits and discovery documents; generate and mark tables of authorities; check citations; verify quoted text; review outgoing legal correspondence prepared by or for staff counsel's signature to ensure all legal documents and enclosures are in proper processing order.
25 %	Perform essential clerical work and coordinate and schedule court-related services; review, screen, and process incoming documents and correspondence; calendar deadlines related to court appearances and refer correspondence to the appropriate legal staff for a reply; calendar any follow-up deadlines associated with incoming correspondence, documents, or court orders; review and discuss local rules with court clerks to ensure proper filings and ensure required deadlines are timely met.
20%	Create, organize, and maintain case files in accordance with OLA's file management system (e.g., hard copy case files, the OLA electronic filing system, ProLaw and shared network folders); update ProLaw database with respective dates, information, and electronic files; conduct case research and record retrieval using the Case Management System databases.
15%	Coordinate legal services, such as service legal documents, transcription requests, record retrieval, and depositions; calendar and schedule witnesses, depositions, and court reporters; coordinate and schedule meetings and notifies participants; reserve conference rooms; prepare videoconference and teleconference equipment for meetings.
5%	Answer, screen, and refer incoming telephone calls; complete requests made by legal staff related to data entry; distribute pay warrants; provide recruitment support by sending interview confirmation to candidates, organizing interview documents for interview panel, proctoring writing exercise, and forwarding completed recruitment documents to personnel liaisons; attend and complete annual mandatory training; adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of Department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the Department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

LEGAL SECRETARY
ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS OF THIS POSITION INCLUDE THE FOLLOWING:

Under the general supervision of the Supervisor I, the Legal Secretary performs the most complex legal secretarial work in State service and is responsible for providing complex, technical support to attorneys who are litigating a variety of legal disputes for the California Department of Corrections and Rehabilitation, Office of Legal Affairs, Employment Advocacy and Prosecution Team, in state and federal court, and before administrative agencies. Incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings, and coordinate and schedule court-related services with specific instruction. This position requires good judgment, knowledge of jurisdictional court rules, and the ability to act independently. The Legal Secretary must be able to perform all of the following essential functions:

- Ability to work 40 hours per week with set work hours during core business hours, and work over 40 hours per week in emergency situations or to accomplish specific tasks when required.

- Ability to be supervised by assigned supervisor.

- Communicate effectively, and professionally, both verbally and in writing, to departmental staff, incarcerated individuals, the public, vendors, outside agencies, etc. in order to disseminate information, respond to inquiries, and/or to receive/provide direction/orders, prepare correspondence, create/update desk procedures, train staff, etc.

- Prepare, format, and process a large variety of legal documents including pleadings, briefs, exhibits, and other litigation documents, as well as correspondence and memoranda through dictation and handwritten documentation from staff counsels.

- Ensure staff counsel are supplied with the proper legal documents necessary for court appearances.

- Research legal citations to ensure accuracy.

- Accurately transcribe various reports and other documents, including those from difficult dictation, those involving a variety of legal terms, and/or containing confidential information, from a Dictaphone machine, into a personal computer for storage, editing, and retrieving information for filing or reference.

- Set up and maintain case files and follow-up records (e.g., documents, manual revisions, etc.) using various filing systems (e.g., alphabetic, chronological, numeric, subject matter, etc.) to organize and maintain documents for future reference utilizing binders, folders, indexes, alpha/numeric sorter, office procedures, etc., as directed.

- Proofread/edit typewritten materials for finalization to ensure documents (e.g., letters, reports, memos, charts, chronos, etc) are free from typographical errors utilizing

personal computer, reference materials, secretarial handbook, dictionary, personal experience, etc., following oral and/or written instructions as directed.

- Develop and maintain a calendaring system, and update various case management and calendaring databases. Ensure staff counsel are advised of upcoming hearing or court dates.

- Schedule meetings, make room arrangements and notify participants.

- Participate in phone calls with attorneys and their support staff to calendar hearings and meetings, arrange for service of process, and review and discuss local rules with court clerks to ensure proper filings meeting deadlines.

- Receive/answer incoming telephone calls and provide responses to callers, direct and transfer calls to appropriate staff, and/or take messages.

- Operate various office equipment such as personal computers and computer programs, typewriter, fax machine, copy machines, telephones, scanners.

- Perform mathematical computations to complete basic addition, subtraction, multiplication and division problems associated with assigned tasks.

- Type at a minimum speed of 45 words per minute.

- Prioritize and organize workload to ensure time frames are met.

- Maintain and ensure confidentiality of Departmental information, records, documents, concerns, issues, etc.

- Lift, carry, move and/or drag files, and other items (i.e. binders, boxes of files or binders, etc.) weighing up to 25 pounds (larger boxes could be broken down or carried with a dolly or other assistive device if necessary).

- Attend meetings and training as required, which may require traveling to off-site locations, to various parts of the state via vehicle, train, bus, and/or plane.

Supervisor's Statement: I have discussed the Essential Functions with the employee.

Employee	Supervisor
Print Name	Print Name

LEGAL SECRETARY
ESSENTIAL FUNCTIONS

Signature	Date	Signature	Date