STATE OF CALIFORNIA

# DUTY STATEMENT

***CALIFORNIA PUBLIC UTILITIES COMMISSION***

| DIVISION<br>Legal | EFFECTIVE DATE |
|---|---|
| BRANCH/SECTION<br>Legal Support Unit | CLASS TITLE<br>Legal Secretary |
| WORKING DAYS AND WORKING HOURS<br>Monday through Friday 8:00 a.m. to 5:00 p.m. | PHYSICAL WORK LOCATION<br>San Francisco, Los Angeles, Sacramento |
| INCUMBENT (If known) | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)<br>680-301-1282-XXX |

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under general supervision, incumbents type, format, edit legal correspondence, petitions, briefs, motions, and testimonials. E-file and serve legal pleadings in multiple jurisdictions, including state, federal, and appellate courts to ensure pleadings are in compliance with the rules of the courts. Process agenda items, memos, orders, resolutions and web-publish in accordance with the Commission's Rules of Practice and Procedure. Independently interact with court personnel and government agencies on administrative matters pertaining to pleadings. Consult with the attorney to ensure that the filing complies with the Judge's order. Maintains open communications with attorney, and/or other professional staff. Is knowledgeable in the use and understanding of legal terminology.

| % 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. *(Use additional sheet if necessary)* |
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| | **ESSENTIAL FUNCTIONS:** |
| 50% | Utilize various department-supported technology, and supported computer software including, but not limited to, word processing, document assembly, cite checking, generating table of contents, table of authorities, case management, electronic case filing and other standard business software programs to proficiently type, format, edit, store, retrieve, print, process, 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 and assure all documents are prepared, proofread, copied, and processed (filed and served) in accordance with legal requirements and deadlines. Verify case/legal citations and quoted text for accuracy. Assist Public Record Act (PRA) team with requests for records that need redacting of confidential material. |
| 25% | Process and format letters, and memoranda. Index exhibits and bate-stamp certified records. Check assignments' folder for incoming tasks. Communicate with vendors providing legal contract services for messenger, subpoena preparation and document production. Ensure documents are PDF/A complaint as required by Commission's Rules of Practice and Procedure. |
| 10% | Maintain files in document management system for filing correspondence and pleadings. Store and retrieve case files and related legal documents. |
| 10% | Perform administrative duties, such as assisting law library with upkeep to ensure resources are current. Back-up front office administrative staff as needed and assist Commissioner offices with draft resolutions. Prepare and email daily calendar notifications, bi-weekly Energy Management Committee Report, and weekly California Energy Market Report to appropriate staff to make assignments. |

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5%

**MARGINAL FUNCTIONS:**

Perform other job-related duties as required, such as serving as lead person in supervisor's absence, assisting with training of newly appointed staff.

**KNOWLEDGE AND ABILITIES [***From Class Specs***]**

**Knowledge of:** Technical legal terms and various legal forms and documents and their processing; modern office methods, supplies, and equipment; business English and correspondence. An understanding of the judicial process, Department and legal procedures and practices, and multiple and specialized areas of law; proper format of State and Federal citations; use of legal resources from traditional library references and software applications.

**Ability to:** Type at a speed of 45 words per minute; read and write English at a level required for successful job performance; establish and maintain effective working relationships; prepare correspondence independently; perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations; transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine; communicate effectively; follow directions; analyze situations accurately and take effective action. Type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal and appellate courts, or Office of Administrative Hearings; independently perform complex clerical and legal secretarial work; coordinate and schedule legal services; screen mail, visitors, and telephone calls and take appropriate action; interact with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met; compose correspondence; give information and provide assistance using good judgment and discretion; maintain case and administrative files and records; may act in a lead capacity over clerical staff including legal typists.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Possess the mobility to work in a standard office setting and use standard office equipment, including a computer
- Occasionally bend, stoop, kneel, reach, push and pull drawers to open and close to retrieve and file information
- Possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds

| SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*** | | |
|---|---|---|
| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
| | | |

| EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*** | | |
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| **The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.** | | |
| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
| | | |