☒Current ☐Proposed

STATE OF CALIFORNIA
CALIFORNIA VICTIM COMPENSATION BOARD
Rev. 04/22

DUTY STATEMENT

EMPLOYEE		RPA # / JOB CONTROL #	
Vacant		27-026/ JC-541081	
POSITION NUMBER 040-125-1820-007	CLASSIFICATION Legal Assistant	WORKING TITLE Legal Administrative Support	
DIVISION Legal, Appeals and Probate	SECTION/UNIT Appeals 1/Appeals Unit	CBID R01	WWG 2
WORK DAYS Monday – Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict-of-Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime of victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.
Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and certify 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 the assigned duties as described above 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 Office of Civil Rights).

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

SUPERVISOR ACKNOWLEDGEMENT

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

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

DUTY STATEMENT

(REV. 04/22)

GENERAL STATEMENT

Under the general supervision of the Supervisor II, and indirectly the Attorney Supervisor, the Legal Assistant provides the full range of legal secretarial and administrative duties. Processes a variety of complex and confidential legal documents and correspondence.

PERCENTAGE OF TIME SPENT	DUTIES
%	**ESSENTIAL JOB FUNCTIONS**
35%	Assists and supports the Attorney Supervisor, attorneys, and Appeals Unit Manager in relation to various administrative and legal forums, following all legal policies and procedures: • Prepares, proofreads, and checks legal pleadings, including legal citations, formats, and files; prepares Proofs of Service and serves legal documents by utilizing a personal computer, the California Style Manual, administrative rules and regulations, and various on-line, legal programs. • Conducts legal research regarding applicable rules of court or the administrative tribunal before filing documents to ensure compliance with all legal processes and procedures. Communicates with assigned attorneys regarding applicable rules. • Maintains accurate and up-to-date inventory of all assignments for attorneys utilizing CalVCB's case management system (CaRES2), Microsoft Excel, and/or a comparable software product. • Manually copies information and physically assembles exhibits for hearings and proposed decisions when required. • Tracks status of applicable assignment deadlines by accessing various on-line computer programs. • Establishes and maintains electronic and physical case files by organizing the information.
35%	**Administrative Support** Processes administrative decisions, legal opinions, correspondence, subpoenas, memoranda, and contracts utilizing a personal computer to provide professional product as required by the Legal Division. Manually establishes and maintains relevant subject matter files to provide program information. Provides administrative support following CalVCB guidelines and policies. Ensures complete and the proper processing order by careful review of outgoing documents and correspondence to avoid errors or omissions. Receives e-mails and telephone calls from the public, other governmental agencies or interested parties and routes to the assigned party or responds, as appropriate.

10%	**Board Matters** Reviews the decisions made by the Board at its monthly Board meetings. Creates electronic notes and correspondence that summarizes the Board's decision. Closes appeal and request for reconsideration work items when final action has been taken by the Board. Independently research sensitive Board policy and legal-related issues and provide recommendations to the Executive Officer (EO), Deputy Executive Officer (DEO), and/or Chief Counsel for resolution. Independently develop, evaluate, and implement CalVCB procedures to ensure departmental compliance with the statutory requirements for open meetings (Bagley-Keene Open Meeting Act). Procedurally and substantively evaluate and revise submissions from CalVCB program for presentation to the Board members. Identify and develop materials and information needed by the Board members to act. Confer with the EO, deputies and Chief Counsel to determine Board action items. Independently review and coordinate proposed decisions and action items for the Board members and executive staff. Serve as official liaison for communications between Board members and CalVCB staff. Independently respond to requests from the Board members and the public regarding CalVCB matters. Receive, evaluate, and respond to public inquiries to Board members. Develop and implement protocols for consideration of action items by Executive Staff and Board members.
10%	Support the Chief Counsel, Attorney Supervisor and attorneys in the receipt, opening, handling, and closing of case files, both appeals from the Program Division and Penal Code Section 4900 matters. Assist attorneys with receipt, review, and organization of complex Penal Code section 4900 claims. Prepare draft correspondence to claimant representatives and/or the Attorney General's Office.
5%	Provides backup to support staff in the Executive Office following required protocols: • Assists with telephone coverage • Assists with other clerical functions for Executive staff Assists with calendaring of appointments
%	**MARGINAL JOB FUNCTIONS**
5%	Provides administrative support following VCGCB guidelines and policies. Processes incoming documents and correspondence by visual review before routing to appropriate Legal staff for action.

DESIRABLE QUALIFICATIONS

- Effectively operate a computer using the following software programs: Microsoft Word, Excel, Outlook, and Access.
- Ability to develop statistical data and evaluate results.
- Ability to apply and interpret policies, regulations, and laws.
- Ability to take and follow verbal or written direction from supervisors/managers.
- General knowledge of the Victim Compensation Program to be able to establish program goals/objectives, identify/resolve program issues, etc.

- General knowledge of the department's mission, goals and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division.
- General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship with our clients.

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Demonstrated ability to act independently with open-mindedness, flexibility, tact and good judgement.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully, verbally and in writing, in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple and changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.