

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
CORRECTIONAL LAW SECTION**

JOB TITLE: Graduate Legal Assistant (Attorney General's Honors Program)

STATEMENT OF DUTIES: Performs legal work in the Correctional Law Section of the Civil Law Division.

SUPERVISION RECEIVED: Under the direction of a Supervising Deputy Attorney General or a Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to 25 pounds. Graduate Legal Assistants may be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

TYPICAL WORKING CONDITIONS: Enclosed interior office in a smoke-free environment.

DUTIES

ESSENTIAL FUNCTIONS:

- 55% Performs routine legal research on issues of general application or interest to Correctional Law Section legal staff or to the section's clients, and on specific issues presented in, arising from, or related to individual cases or other matters.
- 25% Under the direction of an attorney, prepares drafts of legal documents, including law and motion pleadings, discovery requests or responses, memorandums and letters, pretrial and trial pleadings, and appellate briefs.
- 15% Assists in the preparation and presentation of cases before trial and appellate courts which may include traveling to state prisons and destinations in remote areas.

MARGINAL FUNCTIONS:

- 5% Prepares correspondence on cases.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date