

Duty Statement

Classification: Legal Secretary		
Working Title: Legal Secretary		
Program:		
Division: Office of Administrative Hearings and Appeals		Branch:
Section: Administrative Section		Unit: Administrative Support Unit
Office Location: 3831 North Freeway Boulevard, Sacramento, CA 95834		
COI Classification:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID: R04 Position Number: 803-034-1282-XXX
Telework Eligible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 2 days per week
Bilingual Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>		
<p>Job Summary:</p> <p>The Legal Secretary is responsible for performing the full range of legal secretarial work, such as typing, formatting, filing and serving highly complex legal pleadings, correspondence and other documents. The incumbent will also coordinate and schedule hearing-related services, field questions from litigants and their representatives, possess excellent organizational skills, and be proficient with various software applications such as Microsoft Word, Excel, Outlook, and case-tracking systems such as ProLaw. The Legal Secretary must also be able to multitask, prioritizing and balancing work assignments from multiple individuals, and operate under tight timelines. Desired personal traits include: dependability, discretion, the ability to maintain confidentiality, and a talent for interacting effectively with others.</p>		
<p><i>The duties contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>		

Description of Duties:	
% of Time	Essential Functions
45%	Prepares, in draft and final form, a wide variety of pleadings, correspondence and other legal documents, including but not limited to Notices of Hearings, Proposed Decisions, Final Decisions, Orders, Dismissals and Proofs of Service. The incumbent must type, format, file and serve pleadings and documents related to complicated, multi-layered litigation involving millions of dollars; coordinate and prioritize incoming assignments; update logs; open, log, track, close and archive cases in ProLaw and hard-copy format; scan and upload documents into case tracking system and prepare case files, for hearing officers and judges.
35%	Prepare documents for signature and distribution, including all necessary attachments; prepare necessary copies and mailing certifications; serve documents on relevant parties; mentor other Legal Secretary staff, as needed.
15%	Assists in answering phones, accepting mail, retrieving faxes and greeting visitors at the reception area. Communicate telephonically and via email with parties regarding case status and other related inquiries.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Make travel arrangements for quasi-judicial staff and ensure that hearing rooms and support personnel (court reporters and interpreters) are scheduled and present. May schedule hearings, serve as back-up for the Transfer-and-Discharge Appeals/Refusal-to-Readmit intake calls, and perform other office support duties as required including but not limited to processing and distributing mail, retrieving voicemail messages, and opening/closing the front lobby.

Supervision Received: Under General Supervision by the (enter supervisor classification):
Staff Services Manager I.

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): _____

Desirable Qualifications:

- Experience in legal secretarial work
- Proficiency in Word, Excel and Outlook
- Case Tracking; i.e. such as ProLaw
- Travel Arrangements
- Editing, Grammar and Proofreading
- Multi-tasking
- Strong communication skills
- Flexibility
- Good judgment
- Dependability

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Requires Lifting of Heavy Objects up to: 25 lbs.
 Travel May be Required: Occasional Over Night

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

HRD Analyst Name:	HRD Analyst Signature:	Date:
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Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential 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 Name:	Supervisor Signature:	Date:
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