



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
LEGAL DIVISION	LEGAL SECRETARY	326-420-1282-XXX
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
		R04
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
POSITION DESCRIPTION		
<p>Under general supervision of a Legal Support Manager, the incumbent will provide complex clerical and secretarial support to State and Federal civil litigations as well as administrative investigations. The incumbent will use a variety of office equipment such as computers, scanners/printers, mail equipment, and telephones to complete their job. The Legal Secretary should be familiar with common legal terminology and law office practices and understand the importance of deadlines and accurate calendaring.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	File and/or serve legal documents on behalf of the Legal Division. Court filing is done through various electronic filing service providers or by utilizing the services of a professional attorney service. Service of documents is completed by e-mail, online case management providers, mail, or hand delivery in coordination with a professional attorney service. Draft and proofread legal correspondence, petitions, briefs, pleadings, motions, discovery, deposition notices, subpoenas, and other legal documents. Draft tables of contents and authorities for legal briefs. Maintain and update attorney and case calendars, ensuring hearings, filing deadlines, reminders, and other case-critical dates are accurate. Maintain and update case files in the division's electronic case management systems to ensure attorneys have access to all files. Schedule depositions, reserve court reporters, and ensure transcripts are received without delay. Assist in trial preparation such as binder creation, exhibit organization, and other duties as requested by the attorneys and managers.	
35%	Help maintain office organization, supply inventory, law library, and equipment. Arrange attorney travel and prepare expense reimbursement claims. Arrange for attorneys' in-person and remote appearances in court. Send all outgoing division mail and packages. Screen, scan, and distribute inbound mail to the proper recipients. Input and log division expenses. Enter data into spreadsheets, document review systems, and case management systems. Track filing and service of documents to ensure documents are accepted by the courts and successfully served on recipients.	
15%	Maintain case information fields in the case management system. Assist attorneys in closing cases. Assist management in archiving closed files, ensuring compliance with retention policies.	
10%	Receives and enters inbound third-party subpoenas into the case management system for manager and attorney review.	



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MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs. May participate in seminars and interact with various respondents and community groups.
TYPICAL WORKING CONDITIONS	
<p>The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.</p> <ul style="list-style-type: none"> • Requires daily use of a personal computer and related software applications at a workstation. • Requires ability to complete tasks that require making repetitive hand movements in the performance of daily duties. • Requires prolonged sitting and/or standing at a workstation for 6.5 to 7 hours per day. • Requires dependability and excellent attendance records. • Requires occasional lifting of up to 20 pounds. 	
TELEWORK DESIGNATION:	
This position is designated as telework eligible-hybrid	
DESIRABLE QUALIFICATIONS:	
<ul style="list-style-type: none"> • Strong listening and reading ability, to fully comprehend verbal and written assignments and tasks given by supervisors and attorneys. • Logical thinking in drawing sound conclusions from court orders, instructions given, case issues, and other problem situations. • Ability to format, file and serve legal pleadings and court forms in multiple jurisdictions, including State, federal and appellate courts. • Ability to research statutes and regulations to find applicable rules of civil procedure. • Understanding of calendaring deadlines based on the California Rules of Court, Code of Civil Procedure, Federal Rules of Civil Procedure, and local court rules. • Ability to communicate clearly and concisely. • Ability to work both independently and cooperatively with others. • Ability to execute work assignments with accuracy and organization. • Ability to prioritize work and meet deadlines. • Experience with MS Word, Excel, Adobe software programs and other office methods, supplies, and equipment. • Experience or knowledge of proper citation styles using the Harvard Blue Book and California Style Manual. • Ability to type at a speed of 45 words per minute. 	



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The statements 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 the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

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 WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE