



DUTY STATEMENT

EMPLOYEE Vacant		RPA # / JOB CONTROL # 25-056 / JC-471991	
POSITION NUMBER 040-120-5797-xxx	CLASSIFICATION Graduate Legal Assistant	WORKING TITLE	
DIVISION Legal, Appeals and Probate	SECTION/UNIT Appeals	CBID R02	WWG 2
WORK DAYS Monday – Friday	WORK HOURS Supervisor Discretion	TENURE Limited Term	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 providing financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on 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) Vacant	EMPLOYEE’S SIGNATURE	DATE
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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 with a copy of this duty statement.

SUPERVISOR’S NAME (Print)	SUPERVISOR’S SIGNATURE	DATE
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DUTY STATEMENT

(REV. 04/22)

RPA 2X-XXX

GENERAL STATEMENT

Under close supervision of the Attorney Supervisor, the Graduate Legal Assistant is responsible for assisting with legal research and in the preliminary work regarding victim appeals and erroneously convicted felon claims.

**PERCENTAGE
OF TIME
SPENT****DUTIES**

%

ESSENTIAL JOB FUNCTIONS

The performance of duties will be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program. Candidates must have the ability to perform the following essential functions with or without reasonable accommodation.

30%

Assist attorneys with victim hearings and drafting of proposed decisions with respect to claims submitted under the Victim Compensation Program. Perform legal research and legislative analyses, review filings, and department policies.

20%

Assist attorneys with victim hearings and the drafting of proposed decisions with respect to claims filed under Penal Code section 4900. Conduct legal research with respect to issues which may arise.

10%

Provide legal research and assist with the handling of bid protests, including calendaring of statutory deadlines, scheduling hearings, and drafting proposed decisions. Provide legal research and assistance with issues involving state contracts.

10%

Analyze legal issues, provide routine legal research and assist with matters involving litigation and programs administered by the department.

10%

Research issues pertaining to the disclosure of information (including responding to external subpoenas) and departmental constraints under the Public Records Act (PRA) and the Information Practices Act (IPA).

10%

Provide legal research and assist in the representation of the department in personnel issues and appeals before the State Personnel Board.

5%

Provide legal research and assistance on a wide range of other general legal matters.

5%

Assist in the review and drafting of regulations adopted by CalVCB that implement the various statutory programs and responsibilities of CalVCB.

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DESIRABLE QUALIFICATIONS

- Strong interpersonal skills and the ability to work with staff and the public at all levels.
- Clear and effective oral and written communication skills.
- Ability to work independently and in a team setting.
- Ability to analyze legal problems.
- Performs routine legal research.
- Prepares drafts of legal documents, briefs, reports, resolutions and legislative measures.
- Familiarity with the Public Records Act and Information Practices Act.

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- 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 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 & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skills 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.