

Current Proposed

Classification Title Legal Assistant	Division Legal
Working Title Legal Assistant	Office/Unit/Section Legal
Position Number 363-400-1820-XXX	Effective Date
Name VACANT	Date Prepared July 19, 2019

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for all issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general supervision of the Staff Services Manager I, the Legal Assistant performs a broad range of the more complex paraprofessional duties. The Legal Assistant must be able to effectively carry out assigned tasks with minimal supervision, be able to work independently or in a team environment, have strong communication skills, and work well under pressure when meeting short deadlines. Duties included, but are not limited to the following:

The Legal Assistant reviews and analyzes new appeals, tracks significant case files, assists in reviewing legal documents, prepares summaries and analyses, and performs routine legal research. The Legal Assistant is expected to be familiar with and to use WestLaw, California Style Manual, California Rules of Court, the Federal Rules of Civil and Appellate Procedures and various local court rules, as well as the regulations of CalHR, the State Personnel Board and the Public Employment Relations Board. The Legal Assistant may be assigned to assist in the training of new Legal Secretaries.

Job Functions

[Essential (E) / Marginal (M) Functions]:

35% (E) Reviews and analyzes new appeals, and prepares periodic status reports on open and closed appeals; tracks files of all important case documents and make them available and easily accessible to attorney. Assist in reviewing legal documents and appeals to determine whether they comply with specific requirements set forth in applicable legal codes, performs preliminary

analyses of legislative bills; summarizes, organizes, and indexes prior opinions, testimony, depositions, and documentary material from interrogatories and abstracts; organizes trial

documents and exhibits; gathers factual information and performs routine legal research to assist an attorney in determining appropriate action; assists in preparation of memorandum of costs.

25% (E) Prepares, edits, revises, reformats and proofreads correspondence, legal documents, legal opinions, and bill analyses from audiotapes, handwritten drafts, disks, the local area network and/or electronic mail in accordance with legal requirements, timeframes, established procedures and office standards. Prepares exhibit indices. Reviews and verifies the accuracy of case citations, quotations and other authorities against the original source document. Updates case status reports on a regular basis for assigned attorneys. Opens, maintains and closes case files in accordance with established procedures.

Answers and makes phone calls to/from courts, clients, opposing counsel and others. Coordinates conference calls and schedules appointments. Makes travel arrangements and prepares and processes travel expense claims. Processes invoices and client billings. Reserves and schedules arbitrators, court reporters and hearing rooms.

20% (E) Prepares legislative calendar; prepares facts sheets; prepares witness subpoenas; prepares papers and arranges for service of process; assists in preparing drafts of documents such as motions, notices of hearing, judgments, affidavits, requests for trial setting, reassignments of claims, decisions, orders of extension, abstract of judgment, answers and certified copies.

15% (E) Prioritizes and processes incoming and outgoing correspondence and legal documents on a daily basis in accordance with established procedures, legal requirements and timeframes. Maintains the Brief Bank and other various binders (e.g., arbitration award and settlement binders) in accordance with established procedures.

Maintains daily, weekly and master calendars in accordance with established procedures. Maintains and updates various address lists.

5% (M) May assist in the training of new Legal Secretaries.

Supervision Received

The Legal Assistant reports to the SSM I, and receives the majority of assignments from the assigned attorneys.

Supervision Exercised

None.

Required Skills

Ability to operate computer/keyboard/typewriter and other office equipment such as fax and copier; move and file materials such as case boxes, supplies, catalogs, MOU's, books, and equipment up to 50 pounds.

Ability to communicate effectively, have a keen ability to pay attention to details, and be flexible to changing work assignments and timelines/deadlines with short notice.

Must be able to effectively carry out assigned tasks with minimal supervision, be able to work independently or in a team environment, have strong communication skills, and work well under pressure when meeting short deadlines.

Knowledge of and the ability to use the California Rules of Court, the Federal Rules of Civil and Appellate Procedures and various local court rules, as well as the regulations of CalHR, the State Personnel Board and the Public Employment Relations Board.

Working Conditions

See “Other Information” below.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department’s sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee’s workstation is located at 1515 “S” Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

I have read and understand the duties listed above and I can perform these duties 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 Personnel analyst.)

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date