CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT

CLASSIFICATION TITLE LEGAL SECRETARY	**DISTRICT/DIVISION/OFFICE** 42 –LEGAL SAN DIEGO	
WORKING TITLE LEGAL SECRETARY	**POSITION NUMBER** 701-004-1282-xxx	**EFFECTIVE** 09/2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT

Under the direction of a Legal Support Supervisor I, the professional Legal Secretary will provide secretarial support in a fast paced legal office of the Legal Division, which consists of litigation attorneys, investigators, paralegals, and administrative staff in the following major specialties of law; Tort (personal injury, property damage, wrongful death); Contract (construction litigation); Environmental; Multi-modal (air, trains, buses); Governmental law (legislation); Employment Law (labor law, discrimination, discipline and other personnel matters); Real Property (condemnation, Eminent Domain); Damage to property (Inverse Condemnation); and House Counsel, legal opinions, and administrative matters. Traditionally each Legal Secretary is assigned to two to four attorneys, but may provide clerical support and assistance to other professional staff. Legal Secretaries are assigned to a team for back-up purposes and assistance with overflow work. Incumbent must possess a valid typing certification of 45 WPM.

TYPICAL DUTIES

Percentage Essential (E)/ Marginal (M)	Job Description
60% (E)	Perform complex legal secretarial work including the preparation, processing, filing and service of a large variety of legal documents in multiple jurisdictions, i.e. municipal, superior, state, federal and appellate courts or the Office of Administrative Hearings; prepare, compose and proofread correspondence independently; accurately transcribe difficult dictation involving a variety of legal terms from a machine or handwritten documents, as well as format computer-generated documents from various forms of electronic media and file types; check and confirm citations and quotations from reference books or electronic research tools; generate tables of authorities and tables of contents.
20% (E)	Maintain calendar of court and response dates; maintain case files to include organizing and indexing pleadings, correspondence, invoices, case contacts, etc.

10% (E)	Coordinate and schedule court related services, including making arrangements for court reporters, witnesses, depositions, vendors and hearing rooms, etc., with specific instruction.
10% (E)	Perform other administrative and clerical tasks, including but not limited to processing mail, invoices, travel expense claims, making travel arrangements, photocopying, assisting with overflow work, covering reception phones, etc. Must be able to use scanners, fax and copy machines.

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of; technical legal terms and various formatting requirements of legal documents and forms; understand judicial processes in State, Federal, trial and appellate courts, Office of Administrative Hearings and other venues of arbitration; proper format of state and federal citations; and use of legal resources from traditional library references, databases and other software, and Internet research tools. The incumbent should demonstrate expertise with word processing software such as Word, and have a working knowledge of the Microsoft Office Suite, including Excel, and must understand technical requirements of equipment and their operating systems/requirements. It is also highly desirable that the incumbent has a working knowledge of legal terms, litigation, rules of discovery, including electronic discovery and e-filings. Incumbent should have working knowledge of general office software to assist with the preparation of documents, filings, etc.; the Department currently uses Word and Excel and other customized database solutions that the incumbent shall be trained to use.

Ability to; Use technology to simplify and streamline tasks; learn new technology techniques to enhance the job; compose correspondence independently, as directed by an attorney; demonstrate openness to new organizational structures, procedures and technology; identify and deal with issues proactively and persistently; seize opportunities that arise to solve problems; consider tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives; develop, maintain and strengthen relationships with others inside and outside of the organization who can provide information, assistance and support; provide excellent service to internal and external clients; make critical and timely decisions in difficult or ambiguous situations; ensure regular consistent communication takes place within area of responsibility; demonstrate concern that will be perceived as responsible, reliable and trustworthy; provide assistance to others when they need it; understand the interests and important concerns of others; treat others fairly and with respect and present a positive manner with clients; pursue self-development on a continual basis; be committed to improve your technical and personal growth; function effectively when under pressure and maintain self control in the face of hostility or provocation; review and check the accuracy of information in your work product and use punctuation and grammar properly; compose correspondence independently, as directed by an attorney; and manage time and prioritize tasks effectively.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The Legal Secretary's work product receives some review by either an attorney or Legal Support Supervisor I; however, attention to detail is vital as errors could result in dismissal of a court

case, loss of millions of dollars, court sanctions, and/or loss of credibility with the courts, other public agencies and the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent must interact with all levels of staff within the Legal Division, as well as Accounting and District Claims Officers, and will have contact with co-counsel, opposing counsel, witnesses, court personnel, government entities, litigation support vendors, and private businesses which provide services not furnished by the State.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must be able to work appropriately and effectively under stress, manage a complex and varied workload and meet multiple and competing deadlines. Must also work well with office professional and support staff, Department staff, and occasionally outside vendors.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE DATE

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

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SUPERVISOR DATE