

**DUTY STATEMENT**

GS 907T (REV. 03/03)

**SHADED AREA FOR HUMAN RESOURCES ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Preparation and Construction Manual for InstructionsRPA-  
**OAH-11288**

EFFECTIVE DATE:

1. <b>DGS OFFICE OR CLIENT AGENCY</b> Office of Administrative Hearing	POSITION NUMBER (Agency - Unit - Class - Serial) 306-662-3224-925
2. <b>UNIT NAME AND CITY LOCATED</b> Special Education, Sacramento	3. <b>CLASS TITLE</b> Senior Legal Typist
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8:00am to 5:00pm	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> 2349 Gateway Oaks Drive, Suite 200
6. <b>PROPOSED INCUMBENT (If known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-662-3224-925

The Department of General Services (DGS) and the Office of Administrative Hearings' (OAH) Core Values and Employee Expectations are key to the success of OAH's Mission. That mission is to "provide a neutral forum for fair and independent resolution of administrative matters, ensuring due process and respecting the dignity of all." DGS/OAH employees are to adhere to the Core Values and Employee Expectations and to perform their duties in a way that exhibits and promotes those values and expectations.

**8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Staff Services Manager I, the Senior Legal Typist (SLT) performs the full range of SLT work for the Special Education Administrative Law Judges (ALJs) and Presiding ALJs at OAH. The work requires knowledge of the administrative adjudicatory process relating to special education, the legal procedures and practices related to mediations and due process hearings, and the ability to identify due process complaints and mediation documents.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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25%

**ESSENTIAL FUNCTIONS**

In accordance with the Individuals with Disabilities Education Act, Education Code, California Department of Education (CDE) rules, regulations and guidelines, and standard procedures governing SE matters for OAH, performs the full range of duties described below.

The incumbent has mastered and utilizes the OAH Practice Manager system (PM), Outlook, Nuance PDF Converter Professional, Faxination, Microsoft Word and Excel and other related applications and will learn how to manage a moderately difficult caseload.

Examples of cases the SLT manages and work with include, but are not limited to: all varieties of non-Los Angeles Unified School District (LAUSD) cases, LAUSD cases, and processing Decisions.

In order to open and schedule moderately difficult cases for hearing, the incumbent will:

- Analyze all incoming filings for completeness of information and determines if action needs to be taken. Determine whether document is student filed or school district filed document and determines whether there are special issues triggering expedited timelines. Distinguish between a due process complaint and mediation request, and recognize requests for accommodations, as well as requests for security. Take appropriate action based upon the document filed to schedule an expedited hearing, to secure accommodation or security and other similar required actions.
- Prepare electronic case files by ensuring cases are properly opened and scheduled according to statutory, regulatory and office performance requirements for the specific type of matter by inputting information regarding parties, hearing dates, agencies, and other case related information into PM for CDE's SE Program for all OAH SE regional offices within required timelines.
- Ensure that cases are properly opened and scheduled according to specific procedures for LAUSD and Mediation Only cases.
- Prepare and issue scheduling orders and notices and proofs of service using PM to properly notify parties of initiated due process activity.
- Ensure that the hearing calendar within case reflects the current and correct status, including assigning.
- Review electronic filings and e-mails from the Faxination clerk and processes case documents that are filed using standard OAH procedures.

**11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Jennifer Haley	SUPERVISOR'S SIGNATURE	DATE
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**12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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25%	<p>In order to process motions, orders, and other legal documents, and to perform case document management for a moderately difficult caseload, the incumbent:</p> <ul style="list-style-type: none"> <li>• Identifies urgent documents and makes certain they are handled promptly and routed to the proper person.</li> <li>• Sends subpoenas, OAH forms and other documents by email, fax, or U.S. mail in response to requests from the public.</li> <li>• Forwards incoming transcript and administrative record requests for proper processing.</li> <li>• Act as liaison with pro tempore administrative law judges.</li> <li>• Processes motions from parties by uploading the request into PM and submits motions to appropriate person for processing.</li> <li>• Serves orders following OAH procedures, statutes, regulations and agency guidelines.</li> <li>• Makes up-to-date changes to master calendar according to current orders.</li> <li>• Sends out mediation survey information to parties within appropriate time lines.</li> <li>• Coordinates and arranges interpretation and translation services for cases by filling out appropriate forms and submitting to the interpreter/translation service provider. Follows up in writing and by phone if necessary.</li> <li>• Secures hearing locations and makes room assignments for hearings and mediations when necessary.</li> <li>• Reviews and analyzes the nature of oral or written inquiries from the public, attorneys, attorney staff, departments and entities, and responds to inquiries regarding OAH's processes. Uses discretion in responses to avoid providing legal advice and to maintain confidentiality of information in case files. Uses discretion in fielding calls from the media and prevents inappropriate ex parte communications with the ALJs.</li> </ul>
25%	<p>In order to process Decisions and outgoing legal documents for a moderately difficult caseload, the incumbent:</p> <ul style="list-style-type: none"> <li>• Prepares Decisions by formatting documents in accordance with the <i>California Style Manual</i> and OAH decision format policies.</li> <li>• Proofreads Decisions and orders.</li> <li>• Consults with ALJs regarding corrections/edits to decisions and makes recommendations on changes.</li> <li>• Uploads completed decisions into a decision bank and into PM and closes case files in PM following standard OAH procedures, including preparing document for posting to webpage.</li> <li>• Ensures all documents are in order and that exhibit list and exhibits are included and labeled correctly in the file pursuant to standard OAH procedures.</li> <li>• Concludes case management with accurate closure of files following standard OAH procedure, ensuring that all necessary reportable information has been entered correctly into PM. Determines the correct files to retain within OAH and to send to storage.</li> <li>• Maintains an inventory log of closed cases, routinely transferring files to the file room, boxes files with required forms and coordinates the shipment of closed files to storage on a quarterly basis.</li> </ul>
10%	<p>In order to coordinate and schedule hearing services, and respond to inquiries for a moderately difficult caseload, the incumbent:</p> <ul style="list-style-type: none"> <li>• Identifies requests for accommodation under the ADA, requests for security or other similar requests. Takes appropriate action to secure accommodations, security or other similar requests, taking care not to disclose confidential information and processes according to established procedures.</li> <li>• Coordinates and assists OAH's contracted service provider in scheduling interpreter services when requested by parties.</li> <li>• Processes requests for information regarding matters before OAH made in writing, by telephone or in person that fall under the Public Records Act and forwards to staff counsel for a response.</li> <li>• Responds to inquiries regarding OAH's processes. Uses discretion in responses to avoid providing legal advice and to maintain confidentiality of information in case files. Uses discretion in fielding calls from the media and prevents inappropriate ex parte communications with the ALJs.</li> <li>• Ensures that all interested parties including ALJs, attorneys, interpreters, as well as California Highway Patrol if security was requested, are notified by telephone, email or fax when cases are continued or taken off calendar.</li> <li>• Assigns current hearings to hearing rooms within a regional office.</li> </ul>
5%	<p>In order to close cases when needed, the incumbent:</p> <ul style="list-style-type: none"> <li>• Processes results of mediations accordingly, by uploading and securing confidential documents to the corresponding case, updating the case calendar, case status and issuing any notices to all parties as necessary.</li> <li>• Informs all parties, assigned ALJ, PALJ, and contracted hearing services providers of case closure.</li> <li>• Before closing matter in PM, reviews accuracy of case file to ensure the matter is in order for possible future administrative record requests.</li> <li>• Concludes case management with accurate closure of files following standard OAH procedure.</li> <li>• Maintains an inventory log of closed cases, routinely transferring files to the file room, boxes files with required forms and coordinates the shipment of closed files to storage on a quarterly basis.</li> </ul>
5%	<p>In order to maintain continuity of services to those accessing SE's services, the incumbent:</p> <ul style="list-style-type: none"> <li>• Performs the full range of duties listed above as back up for staff that is out of the office. Back up procedures should be followed.</li> <li>• As needed, monitors incoming emails, faxes and U.S. mail pertaining to matters and reviews them by date stamping, and processes documents within statutory, regulatory and office performance timelines. Uploads all incoming case related documents into PM following SE's document handling guidelines in order to maintain a complete and accurate electronic case file.</li> </ul>

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5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>In order to serve as backup to receptionist on an as needed basis, the incumbent:</p> <ul style="list-style-type: none"> <li>• Greets and directs visitors providing information and assistance.</li> <li>• Answers and screens telephone calls, takes messages and refers to appropriate staff. Exercises discretion in directing calls and determines whether calls should be directed to a PALJ or another support staff member.</li> <li>• Answers questions from attorneys, agencies, parties and the general public on many topics by telephone, email, or at the public counter, being careful not to provide legal advice or disclose confidential information.</li> <li>• Opens, sorts, date stamps and distributes incoming mail, prepares outgoing mail for pickup, and determines whether mail is to be sent by overnight mail.</li> <li>• Undertakes tasks related to office opening and closing such as, unlocking/locking doors to office and hearing rooms, turning on lights and assuring the hearing rooms have adequate supplies for the day.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Technical legal terms and various legal forms and documents and processing of such documents; modern office methods, supplies, and equipment; business English and correspondence.</p> <p><b>Ability to:</b> Type at a speed of 45 words per minute; read and write English at a level required for successful job performance; establish and maintain effective working relationships; prepare correspondence independently; perform difficult work including the ability to process a large variety of legal documents, spell correctly, use good English and make arithmetic computations; communicate effectively; follow direction, analyze situations accurately and take effective action.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Understanding of the administrative adjudicatory process, as well as state statutes and regulations governing hearings before OAH.</li> <li>• Ability to communicate in a clear, concise manner.</li> <li>• Ability to handle confidential information with tact, diplomacy, discretion and good judgment.</li> <li>• Knowledge of, and proficiency in, the Microsoft Office Suite which includes Word, Excel and Outlook.</li> <li>• Ability to operate various office machines and software applications.</li> <li>• Flexibility and ability to organize, set priorities and handle changing assignments.</li> <li>• Ability to prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling.</li> <li>• Ability to understand and carry out directions following a minimum of explanation.</li> <li>• Good attendance record and history of punctuality.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• A demonstrated interest in assuming increasing responsibilities.</li> <li>• Possesses good work habits including dependability, punctuality and attendance.</li> <li>• Possesses a high level of personal integrity, mature judgment, loyalty, poise, tact and discretion.</li> <li>• Exhibits professional working methods and ability to deal tactfully and effectively in a busy office environment.</li> <li>• Demonstrated capacity for development.</li> <li>• Excellent organizational and memory skills.</li> <li>• Establishes and maintains cooperative working relationships.</li> <li>• Uses initiative and works independently.</li> </ul> <p><b>WORK ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>• Standard office setting.</li> <li>• Daily and frequent use of a personal computer and a variety of office software applications at a workstation.</li> <li>• Occupies an office workstation for extended periods of time.</li> <li>• Appropriate dress for the office environment, consistent with office policy.</li> </ul> <p><b>PHYSICAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Able to lift up to 15 pounds of office supplies, files, and books, and move heavier items using a hand cart.</li> <li>• Move about the office, stand, reach, stoop or bend.</li> <li>• Use fine motor skills for computer or office machine use.</li> <li>• Hears, sees, reads, writes and speaks in a clear and concise manner.</li> </ul> <p><b>MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Effectively manage stress associated with multiple projects and assignments under short time constraints.</li> </ul> <p style="text-align: center;"><b>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting accommodations.</b></p>





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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.</p> <p><b>Ability to:</b> Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Education equivalent to completion of the 12<sup>th</sup> grade</li> <li>• Ability to communicate in a clear, concise manner.</li> <li>• Ability to handle confidential information with tact, diplomacy, discretion and good judgment.</li> <li>• Knowledge of, and proficiency in, the Microsoft Office Suite which includes Word, Excel and Outlook.</li> <li>• Ability to operate various office machines and software applications.</li> <li>• Flexibility and ability to organize, set priorities and handle changing assignments.</li> <li>• Ability to prepare correspondence, independently utilizing a wide knowledge of vocabulary, grammar and spelling.</li> <li>• Ability to understand and carry out directions.</li> <li>• Ability to proof read.</li> <li>• Good attendance record and history of punctuality</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• A demonstrated interest in assuming increasing responsibilities.</li> <li>• Possesses good organizational skills and work habits including dependability, punctuality and attendance.</li> <li>• Possesses a high level of personal integrity, mature judgment, loyalty, poise, tact and discretion.</li> <li>• Exhibits professional working methods and ability to deal tactfully and effectively in a busy office environment.</li> <li>• Excellent organizational and memory skills.</li> <li>• Establishes and maintains cooperative working relationships.</li> <li>• Uses initiative and works independently.</li> </ul> <p><b>WORK ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>• Standard office setting.</li> <li>• Daily and frequent use of a personal computer and a variety of office software applications at a workstation.</li> <li>• Occupies an office workstation for extended periods of time.</li> <li>• Appropriate dress for the office environment, consistent with office policy.</li> </ul> <p><b>PHYSICAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Able to lift up to 15 pounds of items such as office supplies, files, books, and manuals, and move heavier supplies using a hand cart.</li> <li>• Move about the office, stand, reach, stoop or bend.</li> <li>• Use fine motor skills for computer or office machine use.</li> <li>• Hears, sees, reads, writes and speaks in a clear and concise manner.</li> </ul> <p><b>MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Effectively manage stress associated with multiple projects and assignments under short time constraints.</li> </ul> <p style="text-align: center;"><b>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting accommodations.</b></p>