JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

LEGAL SECRETARY
$3,176 - $4,176
LEGAL BRANCH
FRAUD LIAISON BUREAU
SAN FRANCISCO

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.

RESPONSIBLITIES:
Works independently under the direction of the Bureau Chief, the Legal Secretary performs the full range of legal secretarial and administrative functions in support of the Fraud Liaison Bureau's (FLB) Civil Litigation Practice. Duties include, but are not limited to: typing, formatting, filing, and service of legal pleadings; performs complex clerical support in civil litigation cases. Coordinates and schedules court-related hearing dates and case tracking matters. May serve as a lead to clerical staff.

The tasks are performed using a personal computer, internet access and web browser, Microsoft (MS) Word, Excel, Access, PowerPoint, Outlook and similar software programs.

KNOWLEDGE, SKILLS AND ABILITIES:
- Technical legal terms and various legal forms and documents and their processing
- Modern office methods, supplies, and equipment
- An understanding of the judicial process, Department and legal procedures and practices, and multiple and specialized areas of law
- Proper format of State and Federal citations
- Use of legal resources from traditional library references and software applications
- Type at a speed of 45 words per minute
- Prepare correspondence independently
- Perform difficult legal clerical work including the ability to process a large variety of legal documents
- Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine
- Communicate and follow directions effectively
- Analyze situations accurately and take effective action

1/15/16PN

DO NOT SUBMIT APPLICATIONS TO CalHR

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."

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- Type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal and appellate courts, or Office of Administrative Hearings
- Independently perform complex clerical and legal secretarial work
- Coordinate and schedule legal services
- Screen mail, visitors, and telephone calls and take appropriate action
- Interact with courts, administrative agencies, governmental entities, co-counsel, opposing
- counsel, or witnesses as directed by the attorney ensuring deadlines are met
- Compose correspondence
- Give information and provide assistance using good judgment and discretion
- Maintain case and administrative files and records

DESIRABLE QUALIFICATIONS:

- A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion
- Education equivalent to completion of the 12th grade
- Ability to exercise a high degree of initiative, independence of action, and originality in performing assigned duties
- Excellent computer skills and commanding knowledge of a variety of software applications
- Ability to review multiple case files simultaneously

WHO MAY APPLY:

Applications will be accepted from current State employees at the Legal Secretary level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit CalHR Job Descriptions and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

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APPLICATION PROCEDURE:
Please mail a completed standard State Application STD 678, and proof of meeting the minimum qualifications of the classification to Penny Nerona, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Legal Secretary, PSN # 413-239-1282-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3300.

FINAL FILING DATE: Until Filled

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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