

## EDITED TASK LISTING

### CLASSIFICATION: GRADUATE LEGAL ASSISTANT

**NOTE: Each position within this classification may perform some or all of these tasks.**

Task Statements	
1.	Conduct research for the Office of Legal Affairs (OLA), primarily on issues related to Correctional and Constitutional Law, including but not limited to, medical, mental health, gang validation, juvenile and risk management, to provide legal analysis utilizing legal research and writing, ProLaw, Westlaw etc. under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.
2.	Respond to intradepartmental correspondence by preparing legal memoranda utilizing Microsoft Office Software, prior instructional manuals and legal research, under the guidance of Staff Counsel, Supervisors or Managers.
3.	Generate legal pleadings and petitions for assigned Staff Counsel to effectively represent the Department utilizing ProLaw, Westlaw, and other legal resources and reference material, under the guidance of Staff Counsel, Supervisors or Managers.
4.	Enter data into ProLaw database on behalf of California Department of Corrections and Rehabilitations (CDCR) and OLA to ensure accurate record keeping utilizing ProLaw and Microsoft Office Software under the guidance of Staff Counsel, Supervisors or Managers.
5.	Open and close files in ProLaw database on behalf of CDCR and OLA to ensure accurate record keeping utilizing ProLaw and Microsoft Office Software under the guidance of Staff Counsel, Supervisors or Managers.
6.	Ascertain the last amended form of the statutory law on a given subject for the Office of Legal Affairs to provide effective representation utilizing legal research and writing, ProLaw, Westlaw, etc., under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.
7.	Complies, annotates, and indexes provisions of law and of legislative measures for the Office of Legal Affairs to provide effective representation utilizing ProLaw, office equipment, law library, State Archives and other procedures consistent with a legal office under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.
8.	Serves legal documents on behalf of CDCR for legal proceedings utilizing telephone, email, fax, and ProLaw, etc., under the guidance of Staff Counsel, Supervisors or Managers.
9.	Assist in court calendar for Keyhea and other administrative hearings to provide effective representation utilizing legal research and writing, ProLaw, Westlaw, etc., under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.
10.	Assist in the work of the law library for the Office of Legal Affairs in order to maintain accurate reference materials utilizing procedures consistent with a legal office under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.
11.	<b>Provide legal support services for Keyhea and other administrative hearings to provide effective representation utilizing legal research and writing, ProLaw, Westlaw, etc., under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.</b>

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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<b>Task Statements</b>	
12.	<b>Provide litigation related support and records maintenance through the use of opening and closing files in ProLaw, maintaining files and database accuracy, to provide effective representation utilizing ProLaw, office equipment, and other procedures consistent with a legal office under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.</b>
13.	<b>Organize, index and redact documents in response to discovery orders and other requests for information to assist Staff Counsel utilizing procedures consistent with a legal office under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.</b>
14.	<b>Conduct training outside of the Office of Legal Affairs, for individuals without a legal background to ensure consistency throughout the institutions/facilities for legal related matters utilizing Microsoft Office Software, prior instructional manuals and legal research, under the guidance of Staff Counsel, Supervisors or Managers.</b>
15.	<b>Review case file(s) to prepare for administrative hearings and litigation utilizing legal process procedures and ProLaw, under the guidance of Staff Counsel, Supervisors or Managers.</b>
16.	<b>Prepare witnesses for testimony in administrative hearings for trial preparation by utilizing the case file and general procedures under the guidance of Staff Counsel, Supervisors or Managers.</b>
17.	<b>Assist Staff Counsel in administrative hearings at institutions/facilities, and governmental agencies to provide effective representation utilizing general civil litigation procedures under the guidance of Staff Counsel, Supervisors or Managers.</b>
18.	<b>Attend administrative hearings at institutions/facilities, and governmental agencies to provide representation of CDCR utilizing general civil litigation procedures under the guidance of Staff Counsel, Supervisors or Managers.</b>
19.	<b>Work with Keyhea coordinators at the institutions/facilities to ensure timely filings of legal petitions utilizing telephone, email, fax, and ProLaw, etc., under the guidance of Staff Counsel, Supervisors or Managers.</b>
20.	<b>Present evidence at administrative hearings to Administrative Law Judges to effectively represent CDCR using the California Rules of Evidence and Administrative Procedures Act where applicable, under the guidance of Staff Counsel, Supervisors or Managers.</b>
21.	<b>Conduct and appear in administrative hearings via video conference from Headquarters to institutions/facilities to effectively represent CDCR utilizing general civil litigation procedures under the guidance of Staff Counsel, Supervisors or Managers.</b>

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<b>Task Statements</b>	
22.	<b>Prepare change orders, continuances and other procedural pleadings in a timely manner on behalf of CDCR to provide effective representation utilizing ProLaw, Westlaw, and other legal resources and reference material, under the guidance of Staff Counsel, Supervisors or Managers.</b>
23.	<b>Prepare appeals and motions to reconsider for administrative hearings on behalf of CDCR to provide effective representation utilizing ProLaw, Westlaw, and other legal resources and reference material, under the guidance of Staff Counsel, Supervisors or Managers.</b>
24.	<b>File petitions with Administrative or Superior Courts on behalf of CDCR for legal proceedings utilizing telephone, email, fax, and ProLaw, etc., under the guidance of Staff Counsel, Supervisors or Managers.</b>
25.	<b>Answer and provide initial screening of incoming calls and email for the Office of Legal Affairs to triage requests for legal assistance utilizing telephone, email, fax, and ProLaw, etc., under the guidance of Staff Counsel, Supervisors or Managers.</b>
26.	<b>Review and provide initial screening of incoming correspondence for OLA to triage requests for legal assistance utilizing telephone, email, fax, and ProLaw, etc., under the guidance of Staff Counsel, Supervisors or Managers.</b>
27.	<b>Draft responses to incoming correspondence and requests for information on behalf of CDCR and OLA to provide timely assistance and effective customer service utilizing ProLaw and Microsoft Office Software under the guidance of Staff Counsel, Supervisors or Managers.</b>
28.	<b>Prepare draft responses for Staff Counsel handling third-party subpoenas and other civil litigation discovery request to ensure timely responses on behalf of CDCR and OLA utilizing ProLaw, Westlaw, Microsoft Office Software and other legal resources and reference material, under the guidance of Staff Counsel, Supervisors or Managers.</b>
29.	<b>Assist Staff Counsel with litigation holds for electronic discovery and other forms of discovery to ensure CDCR accurately captures and maintains all necessary electronic or other information using ProLaw, Westlaw, Microsoft Office Software and other legal resources and reference material, under the guidance of Staff Counsel, Supervisors or Managers.</b>
30.	<b>Review depositions and other testimonial material for Staff Counsel to provide summaries utilizing ProLaw, Westlaw, Microsoft Office Software and other legal resources and reference material, under the guidance of Staff Counsel, Supervisors or Managers.</b>
31.	<b>Review discovery materials for Staff Counsel and provide legal indexes to synthesize large volumes of information utilizing ProLaw, Westlaw, Microsoft Office Software and other legal resources and reference material, under the guidance of Staff Counsel, Supervisors or Managers.</b>

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<b>Task Statements</b>	
32.	<b>Assist Graduate Student Assistants and Student Assistants with legal pleadings and practices to ensure adequate understanding of legal process utilizing ProLaw, Westlaw, Microsoft Office Software and other legal resources and reference material, under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.</b>
33.	<b>Attend meetings with OLA, programs, staff, control agencies, management and external stakeholders etc., to effectively participate in formation of departmental policy, litigation and legal strategies utilizing various tools (e.g., computer/laptop, projector, handouts, phone and/or video conferencing, written correspondence etc.) under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.</b>
34.	<b>Travel to institutions and facilities to provide legal support via class action tours, general tours, training, etc., utilizing State owned or rental vehicle under the guidance of Staff Counsel, Supervisors or Managers.</b>
35.	<b>Prepare instructional manuals for training of institutional staff and OLA to ensure consistency throughout the institutions/facilities for legal related matters utilizing Microsoft Office Software, prior instructional manuals and legal research, under the guidance of Staff Counsel, Supervisors or Managers.</b>
36.	<b>Work in conjunction with the Office of the Attorney General in matters related to litigation for Staff Counsel, utilizing procedures consistent with a legal office under the direction of the supervising Senior Staff Counsel or Assistant Chief Counsel.</b>
37.	<b>Assist Staff Counsel in settlement conferences at institutions/facilities, and governmental agencies, etc., to manage Department risk utilizing general civil litigation procedures under the guidance of Staff Counsel, Supervisors or Managers.</b>
38.	<b>Attend State Personnel Board (SPB) hearings on behalf of CDCR to address labor and employment issues utilizing general civil litigation procedures under the guidance of Staff Counsel, Supervisors or Managers.</b>
39.	<b>Review contracts and other transactional matters for Staff Counsel to ensure proper compliance with the Departments business services utilizing administrative manuals, public contract code and Department policy, etc., under the guidance of Staff Counsel, Supervisors or Managers.</b>