



Classification: Senior Legal Typist	Position No: 140-3224-011
CBID: RO4	Office: Chief Counsel's Office
Date Prepared: August 30, 2017	Division:
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Office of Chief Counsel's Administrative Support Unit is dedicated to providing thorough, accurate, and timely administrative and legal support services to the Chief Counsel's Office. Efficiently providing timely, complete, and accurate support services will enable the Chief Counsel's Office to accomplish its mission and effectively serve the agency.

WORKING CONDITIONS: Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES. Under the general supervision of the Staff Services Manager I, Legal/Docket Administration, the Senior Legal Typist will routinely perform the less complex duties and is expected to consistently exercise a high degree of initiative, independence, and coordination with the Docket Unit in the Chief Counsel's Office. The incumbent must understand the variety of proceedings, both administrative and judicial, that the Energy Commission conducts, monitors, or appears in; be familiar with the multiple areas of law and practice in which the Office of Chief Counsel advises and serves the Commission; understand the nature, purpose, and importance of proper, formal agency recordkeeping practices; and be able to evaluate and establish protocols that ensure timely and accurate file management. The incumbent must be able to interface with various levels of personnel within and outside of the Commission, and also with the public, while maintaining a positive attitude and customer-service focus.

DUTIES AND RESPONSIBILITIES: While performing the duties described below, the incumbent will be required to:

- Demonstrate a high degree of independence, initiative, and originality in performing administrative functions and problem solving;
- Work in a team environment and/or alone;
- Utilize a personal computer and appropriate Commission software such as word processing, e-Filing Case Records Management System (eCRMS), Adobe Acrobat, electronic mail and internet; and
- Operate various office equipment including personal computers, scanners, printers, fax machines, and photocopiers.

45% Establish and maintain the Energy Commission's regulatory and non-regulatory official records; assist in docketing all the official records of the Commission consisting of orders, notices, formal filings, comments, testimony, correspondence, exhibits, and staff documents, and ensure that internal procedures are correct and filings comply with requirements; use good judgment and ability to interpret, and apply applicable laws, statutes, regulations, and Commission policies; review filings to determine the matter to which they pertain, to whom they should be distributed, and the applicability of any legal deadlines for Commission responses, if any; independently classify potentially inappropriate submissions, and take action to have the submitter comply with the documents filing requirement; independently evaluate problem areas in client requests for legal services, follow prescribed procedures, take effective actions, and make specific recommendations to a supervisor and/or attorneys. (E)

25% Track day-to-day implementation of the eCRMS database (document management system), assist troubleshooting Docket issues, and make recommendations on process improvements; understand the significance of legal records, file integrity, and public accessibility of public documents to ensure procedures will



address those concerns; understand the significance of, and the separate processes associated with, the filing of confidential records and protection of confidentiality. (E)

20% Type legal memoranda, correspondence, notices, and other legal documents; set up and maintain office filing system; maintain the following office projects: office supplies/equipment, incoming mail desk, law library (update books/other revisions), and Timekeeping duties; receive and screen incoming telephone calls and refer to appropriate personnel and direct public, private, and governmental inquiries to the appropriate legal counsel; make travel arrangements for staff, including airline, hotel and state car reservations and prepare travel requests and claims; and reproduce legal documents requested by attorneys. (E)

5% Assist in preparation of administrative records in Commission proceedings and litigation matters in compliance with applicable legal requirements for content, form, and timeliness; assist attorneys to produce documents to comply with Public Record Act requests; and assist record-management coordinator (a Senior Legal Analyst) with respect to Docket records. (E)

5% Other duties as required, consistent with the specifications of the class and/or as assigned. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
Employee		Supervisor	
Date		Date	