



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Senior Legal Typist

TENURE: Permanent

TIME BASE: Full-time

**SALARY: Senior Legal Typist: A \$2,815 - \$3,526
B \$3,147 - \$3,936**

LOCATION: Office of Chief Counsel

FINAL FILING DATE: 9/20/2017

DUTIES/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 Commission, and also with the public, while maintaining a positive attitude and customer-service focus.

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.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of legal concepts, terminology, principles, and procedures
- Ability to act independently, be open-minded, flexible, and tactful
- Ability to exercise good judgment
- Strong communication skills (both oral and written)
- Ability to work cooperatively with co-workers, supervisor, management, and professional staff
- Excellent attendance, punctuality, and dependability
- Be a Team Player

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office

Attn: RPA #140-043

1516 9th Street, MS-3

Sacramento, CA 95814

Phone: 916-654-4305

**California Relay (Telephone) Service for the
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