

**STATE OF CALIFORNIA  
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING  
DUTY STATEMENT**

Employee Name	Classification Name Legal Assistant	Position Number	
Division/Unit Dispute Resolution Division	Date	Prior Incumbent None	Prior Pos # (if applicable)

**SUMMARY OF RESPONSIBILITIES**

Under the general supervision of the Assistant Chief Counsel (Chief of Dispute Resolution Division) and the direct supervision of the Attorney IV-Mediator, the incumbent in this position serves as the Civil Rights Fellow Mediator. The incumbent works under close supervision of Dispute Resolution Division Attorney Mediators to perform the following duties:

**Description of Essential Functions:**

- 25% Contact parties to complaints to explain Dispute Resolution Division services, obtain agreement to mediate and convene and schedule mediations.
- 25% Review and analyze parties' pre-mediation submissions; conduct legal research; prepare written settlement agreements as necessary; meet Dispute Resolution Division timelines for convening, conducting, and completing mediations and reporting outcomes.
- 25% Under close supervision of Dispute Resolution Division Attorney Mediators, co-mediate or mediate complaints alleging employment discrimination, housing discrimination, public accommodation discrimination, and/or hate violence, assisting parties to evaluate strengths and weaknesses of case and negotiating mutually agreeable resolutions.
- 15% Participate in education and outreach activities and/or training; attend training sessions and staff meetings.
- 10% Other duties as assigned.

**Knowledge and Abilities:**

Knowledge of: Basic legal concepts, terminology, principles, and procedures; use of legal reference material; and legal office management principles.

Ability to: Reason logically; analyze situations accurately and recommend an effective course of action; write effectively; prepare reports and summary sheets set forth a statement of the facts, applications of the relevant law, and conclusions; read and understand statutes, court decisions, legal documents, and similar material; work cooperatively with attorneys, clerical staff, technical staff, and the general public; and explain the provision of law, procedures, and problems to persons contacted in the work.

### **Desirable Qualifications:**

Completion of at least 32 hours of verifiable formal mediation training that includes mediation theory and role-play; knowledge of the laws governing mediation, including, but not limited to, confidentiality; ability to effectively interact with people in emotionally charged situations; and ability to analyze issues in dispute, evaluate their importance and susceptibility to compromise and formulate ideas and practical suggestions for alternative solutions. Ability to perform legal research and writing; familiarity with case and code books, treatises, practice guides, and Westlaw/Lexis research; knowledge of proper citation styles using the Harvard Blue Book in federal court and California Style Manual in California courts and before administrative agencies.

### **Work Environment, Physical, or Mental Abilities:**

The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job.

- Requires ability to effectively handle stress of multiple demands and deadlines, and work in a noisy and fast paced environment.
- Requires daily use of a telephone, computer, monitor, keyboard, mouse in a workstation for 6.5 to 7 hours per day.
- Requires ability to complete tasks that require repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting and/or standing in a workstation for 6.5 to 7 hours per day.
- Requires punctual and regular attendance.
- Requires occasional travel to conduct on-site investigations.

### **Supervision Received:**

The Legal Assistant receives supervision from the Assistant Chief Counsel (Chief of Dispute Resolution Division) and the Attorney IV-Mediator.

**Supervision Exercised:** None

### **Administrative Responsibility:**

Adheres to all applicable laws, regulations, policies and procedures, including but not limited to the CDRC Standards of Practice for California Mediators, Rules of Professional Conduct, Political Reform Act, Statement of Incompatible Activities, Administrative Manual, and directives from departmental management personnel.

### **Personal Contacts:**

The Legal Assistant has daily contact with Departmental management and staff, complainants, respondents, and legal representatives.

### **Actions and Consequences:**

Failure to use good judgment in handling sensitive and confidential information could result in such information being released to unauthorized persons and/or incorrect information forming the basis for personnel management decisions.

**Certification of the Employee:**

I have read and understand the duties as described above. I meet the job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

.  
\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date