

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

MULTIPLE POSITIONS LOCATED IN IRVINE, LOS ANGELES, DAVIS, AND ELK GROVE

UNIT: Los Angeles Legal Office, 320 West 4th Street, 10 Floor, Los Angeles
Elk Grove Legal Office, 2218 Kausen Drive, Suite 100, Elk Grove, 95758
University of California - Davis, One Shields Avenue, Davis, CA
University of California - Irvine, 4113 Pereira Drive, Irvine, CA 92697

CLASSIFICATION: Graduate Legal Assistant

TENURE: Limited Term (12 Months)

TIMEBASE: Full-Time

SALARY: \$3,702.00 - \$4,227.00

FINAL FILING DATE: May 16, 2014

SCOPE: Under the supervision of attorneys in Enforcement, Legal and Mediation Divisions, the Graduate Legal Assistant will assist in the investigation, discovery, legal research, prosecution, mediation, settlement, and hearing and/or trial of cases brought by the Department of Fair Employment and Housing (DFEH or Department).

ESSENTIAL FUNCTIONS:

Draft legal memoranda, civil complaints, discovery documents, pleadings, motions, briefs and other legal documents in the prosecution of civil rights violations for review by Department attorneys.

Conduct neutral investigations of public complaints in the investigation of civil rights complaints filed with the Department. Determine the merit of alleged violations under the Fair Employment of Housing Act, Unruh Civil Rights Act, Disabled Persons Act, and Ralph Civil Rights Act under the supervision of Department attorneys. Assist in the mediation and litigation of complaints of discrimination.

Provide legal training to and lead teams of law school interns on investigation and litigation of civil rights cases under the supervision of DFEH attorneys in the Department's law school programs.

Organize and maintain investigatory and legal files in paper and/or electronic filing system to comply with Departmental procedures and policies under the supervision of DFEH attorneys.

Confer regularly with Department supervisory attorneys on case development and litigation strategies, including, but not limited to, travel to various DFEH offices, courts and/or administrative proceedings.

DESIRABLE QUALIFICATIONS:

Civil and administrative litigation experience; legal research and writing; familiarity with case and code books, treatise, practice guide, and Westlaw/Lexis research; knowledge of proper citation styles on using the Harvard Blue Book in federal court and California Style Manual in California court and before administrative agencies; ability to work well under time constraints; possession of good case management skills, integrity, initiative, tact, dependability, good judgment; ability to work independently and cooperatively; ability to operate a computer and knowledge of MS Word, Westlaw, Lexis and Internet research programs. Some travel is required to conduct State business. Selected candidate will be required to certify they have a valid California driver's license and liability insurance.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job.

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to lift case files, office supplies, books and manuals (up to 20 lbs.).
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting and or standing at a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.
- May require occasional travel to conduct on-site State business.

EXAM ELIGIBILITY:

Candidates who have completed the Graduate Legal Assistant examination on the DFEH Web site are encouraged to apply. <http://www.dfeh.ca.gov/Careers.htm>

WHO SHOULD APPLY:

To apply for this job opportunity, you must first take the Graduate Legal Assistant examination that can be located at <http://www.dfeh.ca.gov/Careers.htm>. Please read and follow the instructions on the bulletin to complete the exam process. Once you have taken the Graduate Legal Assistant examination and obtained list eligibility (received your score in the mail) you must submit a separate application to be considered for Graduate Legal Assistant vacancies listed on VPOS. Candidates who have completed the Graduate Legal Assistant examination and have received their results, are encouraged to apply. All appointments are subject to SROA/Surplus hiring provisions. Surplus candidates must submit an application packet as outlined below in this bulletin with a copy of their surplus status letter in order to be considered.

HOW TO APPLY:

Interested applicants must submit a package containing all of the following items:

- A completed Standard State Application (Std. 678) (Rev. 10/2013)
- Resume
- Current Official Transcript

Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Human Resources – Amy Duarte
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
(916) 585-7124 TTY (916) 226-5285

ISSUE DATE: March 7, 2014

Position: 326-XXX-5797-XX