

## **LEGAL EDITORIAL ASSISTANT**

### **DEFINITION**

Under general supervision, performs a variety of legal editorial assistance and administrative support work relating to publication of the Official Reports and the public dissemination of opinions and related information; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Legal Editorial Assistant* is the journey-level class of the series. The incumbent is fully competent to independently perform full range of editorial and administrative support duties for disseminating and publishing appellate court opinions and related information.

### **EXAMPLES OF DUTIES (*illustrative only*)**

- Prepare and administer complex publication schedules for the Official Reports involving calculating and monitoring jurisdictional time limits applicable to each opinion, monitoring completion of editorial work within the office, obtaining timely review of that editorial work by the appropriate court, and then coordinating with the publisher's manufacturing schedules and business requirements.
- Proofread manuscript and page proofs at various stages of the editorial and manufacturing processes to ensure complete accuracy in the final published version of each opinion.
- Search multiple sources (e.g., Forecourt, Fullcourt, court minutes, filed orders, and briefs) to verify the completeness and accuracy of editorial information (e.g., trial court judge and docket number, appellate court information, and appearances of counsel) for each published opinion; compile subsequent history for each published opinion, including opinion modifications, clerical corrections by courts, and superseding history that will require deletion of an opinion from the Official Reports.
- Prepare, in cooperation with the Official Reports publisher, all ancillary material that is published in Official Reports advance pamphlets and bound volumes (e.g., complete roster of trial and appellate court judges; various tables, indexes, and other finding aids); ensure the complete accuracy of all ancillary material.
- Prepare editorial information, particularly appearances by counsel, for each Supreme Court opinion by searching the appellate record and other sources, frequently under severe time constraints.
- Respond to telephone inquiries by the public, trial and appellate court staffs, and legal information providers on matters related to the publication of opinions (e.g., subsequent history and citability of opinions, status of pending cases in the Supreme Court, queries and

- requests pertaining to counsel listings on published opinions, and questions on appellate procedure and Rules of Court as pertaining to published opinions).
- Receive and process nonpublished Court of Appeal opinions for computerized archiving (i.e., check for filing date; sort to appropriate computer directories and subdirectories); disseminate to court staff and the public in accord with Supreme Court policies.
  - Receive and process computer version of all appellate court minutes and Supreme Court oral argument calendars for direct posting to Web site (i.e., check for data integrity and formatting; perform file conversions and “push” to Web site).
  - Monitor briefing on all Supreme Court review-granted cases and send briefs to publisher to copy for online legal research service.
  - On a rotational basis with the office’s attorneys, process Supreme Court and published Court of Appeal opinions for direct Web site posting (i.e., check for inclusion in computer version of information as to filing date, counsel and trial court, case title, formatting, and names of Court of Appeal panel; perform file conversions and “push” to Web site).
  - Organize, prioritize, and follow up to ensure coordination and completion of work assigned to nonattorney support staff.
  - Provide a variety of administrative support work for the office, including handling incoming/outgoing mail and courier service deliveries to and from the Official Reports publisher, providing for the repair, maintenance, and operation of all office equipment, maintaining the office’s library, and maintaining an inventory of office supplies.

### **WORKING CONDITIONS**

- Must be available to work overtime.
- Must be able to work independently for long periods in an isolated environment.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Complex legal concepts, terminology, principles, and practices.
- Methods of complex legal research (traditional and electronic).
- California Rules of Court relating to publication of opinions.
- California Style Manual.
- Editing practices, procedures, symbols, and terms.
- Personal computers and the use of specified computer applications, such as word processing, spreadsheets, legal applications, desktop publishing, and on-line search and reference tools.
- Correct business English, including spelling, grammar, and punctuation, with emphasis on legal terminology.
- Organizational policies and procedures.
- Administrative office practices and procedures, including computerized and paper-based recordkeeping and file maintenance, and standard office procedures and practices.
- Basic supervisory principles and practices.

**Ability to:**

- Apply complex legal concepts, terminology, principles, and procedures.
- Conduct complex and difficult legal research (traditional and electronic).
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines while maintaining accuracy; exercise skill in setting priorities that accurately reflect the importance of assigned responsibilities.
- Proofread and edit legal opinions, reports, and other documents.
- Transport boxes weighing up to 40 pounds.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, legal applications, and desktop publishing, including demonstrated skills in interpreting and applying technical manuals and tutorials.
- Communicate effectively in English, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Maintain confidentiality.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to graduation from high school and six years of legal editorial or advanced procedural and legal processing experience in an appellate court or legal publishing environment. OR Two years as a Deputy Clerk or judicial assistant in the judicial branch.

Directly related college-level course work may be substituted for required experience on a year-for-year basis.