



21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1. 50%	E	<p><b>LITIGATION SUPPORT</b></p> <p>Prepares legal documents, including memorandums of law, briefs, pleadings, jury instructions, general correspondence and proof read finalized documents under the direction of the attorneys.</p> <p>Maintain a calendar of all open cases that includes upcoming Court deadlines and informs the attorney in a timely manner.</p> <p>Retrieve and compile information from court records, regional offices, telephone contacts, and correspondence to support action taken by the attorneys.</p> <p>Research and interpret the Code of Civil Procedure, Kansas Administrative Procedures Act, Kansas judicial Review Act, and various local rules to obtain the needed information to include but not limited to the technical guidelines for the production and formatting of pleadings to be filed in administrative proceedings as well as state, federal and appellate courts.</p> <p>Schedule depositions by preparing subpoenas, preparing appropriate notices, obtaining the proper witness fee, obtaining a court reporter, arranging for the service of the notice and/or subpoena in the appropriate and timely manner and preparing a summary of such deposition upon the receipt of the transcript.</p> <p>Interviews witnesses to obtain information regarding their knowledge or involvement in the subject matter of the lawsuit, briefs witnesses on court proceedings prior to appearances.</p> <p>Electronically file pleadings, briefs and memorandum with the Office of Administrative Hearings, state federal and appellate courts.</p>
2. 10%	E	<p>Organize and maintain extensive case files to insure easy access and retrieval.</p> <p>In cases of complex nature with a high volume of documents, bates numbers and maintains pleadings and discovery documents in notebook for easy retrieval; maintains an index of documents contained in the notebook.</p> <p>Compile relevant information and prepare trial notebooks and assists in assembling trial exhibits.</p> <p>Receives new lawsuits and other cases referred to this agency by the Office of the Attorney General; forwards cases to other divisions or agencies as appropriate, prepares request for representation or other correspondence as needed and maintain a log of case referrals.</p> <p>Maintain a litigation report by adding new cases filed, deleting cases dismissed, obtaining the information from attorneys to update open cases, and distributes the completed report as directed.</p>
3. 30%	E	<p><b>ADMINISTRATIVE SUPPORT</b></p> <p>Maintain appointment calendars and schedule appointments for the attorneys to insure priorities are set, conflicts are avoided and deadlines are met.</p> <p>Prepare and compose correspondence, routine letters and memorandums for attorneys; prepare non-routine letters and memorandums for review by attorney's.</p> <p>Enter and retrieve data into the Fraud Division's database and prepare reports as instructed by attorneys.</p> <p>Assist in the preparation of training materials for distribution to the attendees of such training.</p> <p>Prepare and type contracts, memorandum of understanding and Interagency Agreements as directed by attorneys.</p> <p>Prepare and type proposed rules and regulations; assist in the approval and adoption process by routing through the Department of Administration, Office of the Attorney General and the Secretary of State's office for approval as to the form and legality; schedule appropriate hearings, prepare appropriate correspondence, and submit rules and regulations for publication in the Kansas Register.</p> <p>Assist in the conducting of background checks for individuals including but not limited to employment candidates and foster care licensure as directed by attorneys.</p>

4. 10%

M

**BACK-UP SUPPORT**

Provide backup assistance to the receptionist and other support staff in the Office of General Counsel whenever necessary.  
Special tasks may be assigned from time to time by General Counsel. Such task are varied in nature and may concern any aspect of the agency's operation.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

An error in judgment could have adverse effects upon pending litigation or in relationships with the courts, opposing counsel, and agency employees.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This employee will have regular contact with DCF staff, other state and federal officials, opposing counsel, clients and members of the public during the course of completing assigned tasks. These contacts would involve coordination of litigation or other activities and/or obtaining information. The incumbent must be able to present his/her self in a professional manner at all times.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

In the office, the employee will be required to do basic office work, sitting for long periods of time and work at a computer station as under florescent lighting.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computers, cell phone, data systems, are all used daily; vehicle is used occasionally.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Six months experience as a legal assistant, paralegal or legal secretary. Education may be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

Ability to use all Microsoft Office Software, drafting of legal documents, legal research, organize and maintain files.

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Personnel Official \_\_\_\_\_ Date \_\_\_\_\_

**Approved:**

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Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Agency Head or \_\_\_\_\_ Date \_\_\_\_\_  
Appointing Authority