



**JOB ANNOUNCEMENT** Revised December 19, 2019

**MANAGEMENT SERVICES TECHNICIAN,  
LEGAL SECRETARY OR SR. LEGAL TYPIST  
ENFORCEMENT AND LEGAL DIVISION**

FULL-TIME OR PART-TIME, 12-MONTH LIMITED-TERM  
(WITH THE POSSIBILITY OF EXTENSION OR BECOMING PERMANENT)

The California Coastal Commission is seeking a talented addition to its Enforcement Unit and Legal Division in San Francisco. The Commission is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Commission is to provide for the balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations. The California Coastal Commission's Enforcement Unit and Legal Division are seeking a dedicated and skilled legal secretary or senior legal typist or management services technician. The successful candidate in this position will be called on to use a variety of secretarial skills, including preparing a variety of legal documents for the Chief of Enforcement, Chief Counsel, staff attorneys, enforcement staff, legal analysts, and legal assistants.

The California Coastal Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations.

The Coastal Commission staff reviews and processes local coastal programs and coastal development permit applications, ensures proper compliance with those permits and the Coastal Act, and participates in litigation. The successful candidate in this position will be required, with the help of another staff member, to prepare correspondence, organize files, coordinate travel, track unit-wide workload statistics, and conduct clerical jobs for the Chief of Enforcement and the enforcement division, Chief Counsel and other members of the legal division. In addition, the successful candidate will assist the statewide enforcement staff in setting up Coastal Act violation files and maintaining the enforcement database, as well as assisting in preparation of enforcement referrals to the Attorney General's Office.

Skill in document production using software applications is required. Software facility should include Microsoft Word and Excel. Knowledge of or willingness to learn PowerPoint, Acrobat and in-house computer programs is required. Coordinate all aspects of legal documents production and distribution, including typing, revising, printing, collating, mailing, faxing and filing.

**Duties will be appropriate to the classification at which the position is filled.**

**DUTIES** may include but are not limited to:

- Type enforcement and legal correspondence, memoranda, opinions, declarations and staff reports for Commission monthly public meetings and for enforcement matters;
- Assist with compilation of case numbers for a semi-annual report;
- Maintain paper and online legal research files for legal and enforcement divisions;
- Archive and retrieve legal, enforcement and permit compliance files;
- Arrange and coordinate travel for enforcement and legal staff, and assist with travel claims;
- Set up and maintain litigation, recordation and enforcement files;
- Provide assistance and office support, including arranging meetings and conferences;
- Update the permit database with enforcement case information;
- Run reports from the permit database as requested by enforcement program managers

**Duties will be adjusted commensurate with the level at which the position is filled.**

**DESIRED QUALIFICATIONS:** We are seeking someone with strengths in the following areas:

**Communication:** Excellent writing and oral communication skills, ability to effectively communicate with the public over the phone.

**Strong Attention to Details:** Ability to focus on details to ensure accuracy of legal files.

**Strong Organizational Skills:** Ability to organize, track and manage the status of various legal and enforcement matters for the legal and enforcement divisions.

**Willingness to Learn New Things:** Coastal resource protection and the tools the Commission uses to further the agency’s mission – no background needed, but strong interest desired.

**Ability to Work Well With Others:** Positive attitude, ability to work effectively both as a team member and independently, treats others with courtesy and respect.

**ELIGIBILITY:** Individuals on the Management Services Technician, Legal Secretary and/or Senior Legal Typist eligible list may apply. Current or former State employees with transfer or reinstatement rights at these levels may also apply. (Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of the Management Services Technician, Legal Secretary and/or Senior Legal Typist classification.) Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

**Please note that if you are not a current or former State employee you can achieve eligibility by taking the Legal Secretary and/or Senior Legal Typist examination on-line on the CalCareers website at [www.jobs.ca.gov](http://www.jobs.ca.gov).**

<b>SALARY:</b>	Management Services Technician	Range A:	\$2,921 - \$3,659 per month
		Range B:	\$3,298 - \$4,132 per month
	Senior Legal Typist:	Range A	\$3,030 – \$3,795 per month*
		Range B	\$3,388 – \$4,236 per month*
	Legal Secretary:	Range A	\$3,555 – \$4,451 per month*
		Range B	\$3,733 – \$4,675 per month*

*\*For recruitment purposes we are authorized to offer the maximum salary for these ranges. This position will may also receive a 5% pay differential after 12 months with an additional 5% possible after 24 months (does not apply to Management Services Technician).*

**BENEFITS:** For a list of benefits, click here: [Benefits Summary](#)

**CONTACT:** For more information about the position: Alex Helperin, Assistant Chief Counsel at (415) 904-5227 or [alex.helperin@coastal.ca.gov](mailto:alex.helperin@coastal.ca.gov), or Lisa Haage, Chief of Enforcement at (415) 904-5234 or [lisa.haage@coastal.ca.gov](mailto:lisa.haage@coastal.ca.gov).

For more information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free 866-831-2540 or [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov). You can also find more information on [www.jobs.ca.gov](http://www.jobs.ca.gov).

**FILING:** The position will be open until filled. We hope to fill this position as soon as possible so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be reimbursed. Submit a cover letter, a current resume, a CA State Application (STD 678) to:

Human Resources Office  
CALIFORNIA COASTAL COMMISSION  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
(415) 904-5430 / toll free: 1-866-831-2540  
[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)

**Please indicate “Legal Division Support” in the Examination/Job Title section of the State Application (STD 678).**

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION AND WHAT WE DO AND TO OBTAIN A STATE APPLICATION (STD 678), VISIT OUR WEBSITE AT: [WWW.COASTAL.CA.GOV](http://WWW.COASTAL.CA.GOV). IF YOU HAVE ANY QUESTIONS, YOU MAY E-MAIL US AT [HUMANRESOURCES@COASTAL.CA.GOV](mailto:HUMANRESOURCES@COASTAL.CA.GOV) OR CALL THE ABOVE NUMBERS.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. 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 placed in public servants.

Assistance for the Hearing Impaired can be accessed by dialing 711