

SENIOR LEGAL TYPIST
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: January 8, 2013

Collective Bargaining Identification: R04

Job Analysis Conducted By: Julie Amaro
Associate Personnel Analyst
Office of Workforce Planning

Number of Incumbents: There are 2 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated August 27, 2013.

Names of Subject Matter Expert(s) and their background:

Karen Fitzgerald, Staff Services Manager I, Office of Legal Affairs

Ms. Fitzgerald is a Staff Services Manager I in the Office of Legal Affairs and currently supervises a Senior Legal Typist. She has been with the department for approximately 18 years.

Ariana Garcia, Staff Services Manager I, Office of Legal Affairs

Ms. Garcia is a Staff Services Manager I in the Office of Legal Affairs and currently supervises clerical staff. She has been with the department for approximately nine years.

Karilyn Ahyun, Legal Secretary, Office of Legal Affairs

Ms. Ahyun is currently a Legal Secretary in the Office of Legal Affairs and previously worked as a Senior Legal Typist. She has been with the department for approximately three years.