**NAME:**

**CLASSIFICATION:** Senior Legal Analyst

**STATEMENT OF DUTIES:** The Senior Legal Analyst independently performs a broad range of tasks in connection with investigations and complex litigation handled by the Antitrust Law Section. The Senior Legal Analyst will be responsible for performing the most responsible, varied and complex paralegal work with an emphasis in providing discovery and trial preparation support to Deputy Attorneys General and analyst staff. The incumbent must be knowledgeable in civil and criminal procedure, legal research, legal jurisdictions, legal processes and case management software and hardware and understand the State contracting and budget process.

**SUPERVISION RECEIVED:** Under the general direction of the Senior Assistant Attorney General and the direct supervision of the Supervising Deputy Attorney General, Antitrust Law Section.

**SUPERVISION EXERCISED:** May oversee the work of student assistants and graduate assistants.

**TYPICAL PHYSICAL DEMANDS:**  May be required to sit at a computer terminal while performing research and other duties up to six to eight hours per day. Ability to lift up to 25 lbs. may be required. Some travel may be required.

**TYPICAL WORKING CONDITIONS:** Enclosed office or cubicle space in a smoke-free environment.

**ESSENTIAL FUNCTIONS**

40% Investigations: Works together with attorneys to identify issues and formulate a plan of action in conducting complex investigations into civil antitrust violations. Consults with witnesses, experts and consultants to secure information. Independently obtains, summarizes, analyzes and manages data and information garnered through investigative discovery, using computerized litigation support tools as necessary. Relates information to the facts of the case and reports findings to attorneys. Assesses information, evaluates additional needs, and makes recommendations to attorneys regarding strongest evidence, missing facts, and potential additional material necessary to obtain and review. Interviews witnesses and prepares written summaries of interview notes. Prepares timelines and chronologies to integrate evidence, explain industry, competitive landscape, and violations, and help hone theories of the case.

30% Litigation: Provides assistance to attorneys in preparing to litigate the most complex litigation that involves California Attorneys General, various other State attorneys general, governmental client agencies, witnesses, experts and third parties. Identifies legal issues and makes recommendations to the states. Advises attorney of pending changes in local court proceedings. Consults with attorneys and technical/litigation support staff to develop a litigation and discovery plan that includes the use of litigation software. Propounds discovery and responds to discovery requests. Understands, and is knowledgeable about, statutes, regulations, and case law and other relevant material as it relates to antitrust law. Contacts client agencies to secure information. Attends depositions, and summarizes deposition transcripts; attends settlement negotiations and supervises edits to consent decrees. Identifies, contracts and screens expert witnesses for depositions and trial testimony. Analyzes and summarizes expert witness statements. Develops systems for gathering and tracking litigation information. Assists attorneys with trial preparation and/or in trial. Helps assess, compile, and organize evidence necessary to explain and establish certain aspects of the case. Analyzes and summarizes trial evidence, and identifies exhibits necessary to prove claims. May delegate tasks to legal assistants/analysts and/or provide training in trial assisting.

 Independently prepares discovery documents such as interrogatories, requests for production, motions to compel, motions to quash, and protective orders. Prepares declarations for witness signature. Assists attorney in the preparation of trial evidence; directs witnesses and prepares subpoenas and supporting affidavits in addition, may assist attorney in jury selection, witness evaluation, and preparation of cross-examination questions; works as a member of the trial team and participates in decisions concerning the trial.

20 % Legal Research and Writing: Independently identifies and conducts legal research using traditional resources available in the law library, as well as computerized tools. Analyzes and provides recommendations concerning statutory and case law authority relating to civil antitrust violations, civil procedure, discovery, and trial and judicial practice in local, national, and international jurisdictions. Researches legal and factual issues, and uses the results to prepare all, or portions of, various pleadings including complaints, as well as briefs and other papers. Incorporates appropriate law and case facts into legal arguments presented in legal documents. Researches and analyzes issues related to jury instructions, and uses the results to draft instructions for attorney review.

10% Prepares invoices and contracts for outside services obtained by the Antitrust Section, including specialized justification documents; tracks case expenditures; assists with various administrative tasks, including supervising and coordinating the archiving of important cases and destruction of outdated files.

**I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)**

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Printed Name Printed Name
Employee’s Signature Date Supervisor’s Signature Date