STATE OF CALIFORNIA
CIVIL RIGHTS DEPARTMENT
DUTY STATEMENT

<table>
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<tr>
<th>Employee Name</th>
<th>Classification Name</th>
<th>Position Number</th>
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<td>Senior Legal Analyst</td>
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<tr>
<th>Division/Unit</th>
<th>Date</th>
<th>Prior Incumbent</th>
<th>Prior Pos #(if applicable)</th>
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<tbody>
<tr>
<td>Legal Division</td>
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<td>Iva Townsel</td>
<td>326-410-5333-004</td>
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SUMMARY OF RESPONSIBILITIES

Under the direction of the Legal Support Managers, the Senior Legal Analyst independently provides paralegal support to the Legal Division's attorneys that require the most complex analysis of legal and factual issues. The Senior Legal Analyst may serve as lead over Legal Analysts, Legal Assistants, and Legal Secretaries. Duties of the Senior Legal Analyst include, but are not limited to the following:

**Description of Essential Functions:**

30% Provide the highest level of civil litigation support to attorneys. Support attorneys in file, records, and data organization and management. Maintain division calendar and task deadlines. Under attorney supervision, prepare judicial council forms and pleadings. Prepare for filing and file enforcement of judgments, complaints, motions, tables of contents and authorities, petitions to compel discovery, stipulations, director's complaints, orders after hearings and other pleadings in the most complex cases, including systemic or class action complaints in state and federal courts. Coordinate and participate in trial preparation support. Interview complainants and witnesses as directed by attorneys; draft declarations and affidavits. Manage matters in the Department's case, time, and document management systems; prepare reports from these systems.

25% Review, analyze, log, and index discovery responses and document productions; assist attorneys in developing discovery strategies. Advise attorneys of issues in investigations and litigations and make recommendations to address such issues. Draft responses to form and special interrogatories, requests for production of documents, and requests for admissions while exercising a high level of independence and initiative. Gather responsive documents and bates stamp documents for production. Identify insufficient responses and assist attorneys in drafting meet and confer letters to address insufficient responses. Summarize deposition transcripts, medical records, and other discovery documents as assigned. Accept service of subpoenas and other legal documents on behalf of the Department. Verify subpoenas are properly issued and served. Respond to assigned third party subpoenas by gathering responsive documents, redacting privileged or non-responsive information, and preparing declaration. Provide guidance to legal analysts in interpretation of requests and statutes governing subpoena compliance and in proofreading subpoenas prepared by legal analysts or secretaries. Draft and coordinate service and follow up of subpoenas for business records and personal appearances.
25% Assist in the contracting process for expert witnesses, mediators, translators, and other service providers. Assist in drafting contract Statements of Work and preparing contract request and amendment forms. Request purchase orders and work with Legal Manager, Business Services Office staff, and other departments to timely complete the contract process. Assist legal manager in maintaining accurate contract logs by inputting invoice totals for services rendered and identifying contracts nearing depletion of funds. Work with Accounting division for requisitions for purchasing, including jury fees, expert witness fees, mediation fees, court reporter fees, and other items. Deposit department checks and assist in the distribution of outgoing checks. Assist Legal Manager in tracking inbound bills and invoices.

15% Work with the Legal Division Manager and Legal Support Managers to develop policies, procedures, manuals, guidelines, and other administrative directive materials to improve efficiency of the legal division.

Marginal Functions:

5% Other duties as assigned.

DESIREABLE QUALIFICATIONS

- An understanding of the legal system and judicial processes, including the rules regarding filing and service (electronic, personal, and by mail) of civil complaints, motions, petitions, and other court papers;
- Ability to read and understand statutes, including related to legal privileges and confidentiality;
- Substantial experience with MS Word, Excel, Adobe software programs, and other office methods, supplies, and equipment, including the ability to make tables of content and tables of authorities;
- Knowledge of business English and experience preparing correspondence;
- Ability to reason logically and analyze situations to decide appropriate responses;
- Understand and willingness to accept direction from multiple supervising personnel;
- Follow oral and written instructions and established procedures;
- Prioritize multiple tasks with impending deadlines; prepare written documents and reports accurately, clearly, and concisely.
- Good communication and mathematical skills;
- Ability to establish and maintain effective working relationships;
- Ability to demonstrate honesty and integrity;
- Strong organizational, and interpersonal skills;
- Strong communication skills, both verbal and written;
- Ability to work independently.
WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to lift case files, office supplies, books and manuals (up to 20 pounds) with or without a reasonable accommodation.
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance.

WORKING CONDITIONS:

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.

Supervision Received:

The Senior Legal Analyst will receive direct supervision from the Legal Support Manager. The Senior Legal Analyst also receives assignments and direction from the Chief Counsel, Assistant Chief Counsels, staff attorneys, and Legal Division Manager.

Supervision Exercised:

None

Administrative Responsibility:

Adheres to all applicable laws, rules, policies and procedures, including but not limited to the Department’s Legal Operations Manual, Political Reform Act, Statement of Incompatible Activities, Administrative Manual, and directives from departmental management personnel.

Personal Contacts:

The Senior Legal Analyst has daily contact with Departmental management and staff, complainants, respondents, legal representatives and the general public.
**Actions and Consequences:**

Failure to use good judgment in handling sensitive and confidential information could result in violation of individual privacy rights, prejudice to CRD cases, and discredit to the Department.

**Certification of the Employee:**

I have read and understand the duties described above for the Senior Legal Analyst. I meet the job requirements as described above and can perform the essential functions with or without reasonable accommodation.

I have read and understand the duties assigned as described above.

_______________________________________ __________________________
Supervisor’s Signature Date

_______________________________________ __________________________
Signature of Incumbent Date