

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

JOB TITLE: Senior Legal Analyst

STATEMENT OF DUTIES: Performs a wide variety of the most complex paralegal duties including: assisting attorneys in the filing and prosecution of criminal cases, including drafting pleadings, preparation of subpoenas, witness lists, exhibit lists, demonstrative evidence and coordination of witnesses; contact with outside agencies and the public to obtain records and to coordinate scheduling; assists in maintenance of the Division research libraries; performs legal research and drafting of memoranda and motions; and performs other administrative tasks.

SUPERVISION RECEIVED: Is under the general direction of the Supervising Deputy Attorney General in a regional office of the Division of Medi-Cal Fraud & Elder Abuse.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to move up to 25 pounds. Ability to sit and key for up to eight hours. Ability to travel.

TYPICAL WORKING CONDITIONS: Office or cubicle in a smoke-free environment.

EXAMPLE OF DUTIES

ESSENTIAL FUNCTIONS:

- 30% Performs analytical tasks as required, including written and oral communication with outside agencies, public and private entities to obtain and analyze records, and contacting members of the public, including crime victims, liaison to expert witnesses; Organizing, developing and managing legal files and data bases on complex litigation. Included are tasks related to assisting SDAG in the review of new referrals, and the obtaining of records and information to enable SDAG to make informed decision whether to assign for investigation or to decline, and assisting to identify assets that may be subject to freezing and forfeiture.
- 25% Assists in the gathering, preparation and production of investigative, evidentiary, and discovery documents; creates, maintains, and conducts searches of databases of evidentiary documents; and organizes, analyzes, and creates indices of documents and information as needed.
- 25% Assists in the preparation and conduct of hearings, trials, and other proceedings;

analyzes and organizes evidence; prepares chronologies; prepares exhibits, witness books, jury instructions, chart and graphs; prepares and processes subpoenas (personal appearance and subpoena duces tecum); and coordinates the appearance of lay and expert witnesses for preliminary hearings and trial.

- 15% Assisting with legal research and writing, including: Conducts legal research of case law, statutes, regulations and procedures; Assists in preparation and editing of memoranda and drafts of pleadings, including complaints, declarations, affidavits in support of search warrants, motions, responses to motions, and pre-trial discovery; reviews documents and prepares analysis of findings to assist attorneys in determining case potential for prosecution and summarizes voluminous evidence to assist prosecutors for court;
- 5% Assists in the maintenance of the Division's library, updates publications, and obtains materials as requested by legal staff.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation
- .
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Legal Analyst (LAN)

STATEMENT OF DUTIES: The LAN performs a wide variety of complex paralegal duties, including assisting Deputy Attorney Generals and Senior Legal Analysts in the investigation, filing, and prosecution of complex criminal and civil cases. The LAN also manages, reviews, analyzes, and evaluates documents and data, prepares discovery, subpoenas, witness lists, exhibit lists, and demonstrative evidence, coordinates witnesses, prepares correspondence with outside agencies and the public, creates and maintains databases and libraries, and performs factual and legal research.

SUPERVISION RECEIVED: Under the direction of the Supervising Deputy Attorney General, Criminal Prosecutions Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Analyst may be required to sit at a computer terminal while performing research and other duties up to eight hours per day; may be required to work extended hours, travel throughout the state, and attend court hearings and trials as needed; and should have the ability to move up to 25 pounds.

TYPICAL WORKING CONDITIONS: Open-space office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 30% Assists in trial preparation and trial; collaboratively prepares documents for discovery; analyzes and organizes evidence; prepares exhibits and witness books; prepares and processes subpoenas; creates searchable databases for evidentiary documents, facts, and information; assists in preparation of lay and expert witnesses.
- 25% Reviews voluminous investigative documents and information to assist in deciding what information is necessary for criminal prosecution; prepares chronologies; analyzes facts to determine appropriate recommendations for further course of action; prepares letters, memoranda, charts and summaries to assist prosecutorial staff.
- 25% Gathers information from agencies in the investigation of complaints and citations; reviews, analyzes, and abstracts information contained in complaints, citations, deficiencies, surveys, witness statements, and other documentary and statistical data; creates summaries of specific findings to assist attorneys in determining the potential for prosecution.

- 10% Conducts legal research of case law, statutes, regulations, and procedures.
- 10% Performs administrative and analytic tasks as necessary, such as preparing correspondence to outside agencies and the public, assisting with research and development of training materials, contracting expert witnesses, and responding to requests for information.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
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DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Legal Assistant

STATEMENT OF DUTIES: Under the immediate direction and control of an attorney who shall accept full responsibility for the tasks performed, the Legal Assistant provides routine legal assistance and investigative support to attorneys and other paralegals in the Criminal Prosecutions Section. Cases in the section range from investigations to general and complex trial and appellate litigation in both state and federal courts. Duties may include, but are not limited to, responsibility for typical document management using electronic databases and litigation support software, gathering and analyzing facts and evidence, , summarizing deposition transcripts, organizing evidence for depositions and trial, assisting counsel at depositions and trial, including the use of software in the courtroom, researching routine legal issues and drafting legal documents, makes recommendations to DAGs, and various other litigation support functions.

SUPERVISION RECEIVED: Under the direction of the Supervising Deputy Attorney General, Criminal Prosecutions Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Assistant may be required to sit at a computer terminal while performing research and other duties up to eight hours per day; may be required to work extended hours, travel throughout the state, and attend court hearings and trials as needed; and should have the ability to move up to 25 pounds.

TYPICAL WORKING CONDITIONS: Open-space office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40% Under immediate supervision, performs preliminary analysis of facts and evidence using Prolaw, Relativity, and other software tools or assists with document review platforms in support of litigation and investigations; assists in preparing discovery materials; organizes trial documents and exhibits; summarizes deposition transcripts; using electronic databases performs preliminary analysis, gathering and tracking of litigation information and documents; enters case data into computer databases and organizes the data; analyzes and prepares indexes for various types of documents such as transcripts, discovery materials, trial documents. Organizes case files and documents; summarizes materials for attorney review; prepares documents for opening and closing files.
- 35% As directed, prepares litigation and case management reports for review. Assists in routine trial preparation; attends depositions and trials; assist in the preparation of trial binders; arranges for production of exhibits; works with court personnel regarding specific needs.

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- 15% Performs appropriate legal research; assists attorneys with the preparation of briefs; under immediate direction, prepares legal documents such as notices of depositions; files legal documents, assists in collection matters. Under supervision, handles complaint intake from the public. Enters matters into ProLaw and acts as a case coordinator. Acts as a service deputy.
- 10% Develops and compiles data for various cases and investigations, such as attorney fees and cost reimbursement petitions related to; works with analysts in the section to provide data and information for administrative tasks such as, but not limited to, opening and closing case files, and contracted outside service needs.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date