

DUTY STATEMENT

Job Classification: Legal Analyst
Position Number: 024-054-5237-001
Scheme and Class Codes: JY62:5237
Reports To: Staff Services Manager I
FLSA Status: Non-Exempt
Divisions: Office of Legal Services
Location: Headquarters
Prepared By/Date: Office of Legal Services – July 2025

DEPARTMENT STATEMENT

The Department of Alcoholic Beverage Control (ABC) is committed to providing the highest level of service and public safety to the people of the State through licensing, education, and enforcement. ABC values diversity at all levels of the organization and is committed to fostering an environment in which employees are welcome and can thrive. Employees at ABC are required to provide exceptional customer service, maintain regular attendance, act with integrity, and be professional and responsive.

SUMMARY

Under the general supervision of the Staff Services Manager I, in coordination with the Chief Counsel and Assistant Chief Counsel, the Legal Analyst provides paralegal and legal analytical support to the Chief Counsel, Assistant Chief Counsel, and attorneys, as well as does other related work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

<u>%</u>	<u>Function</u>	
80%	Records Management, Review & Draft Pleadings for Accusations	<p>Records Management: Receive & review Information Practices Act, Public Records Act, discovery, subpoena, and other requests for Office of Legal Services and Department records. Evaluate reports for redaction consistent with state law and department policy. Examine materials for confidential information and redact or withhold as necessary; prepare written responses and any rejections or modification to requests, including any meet & confer letters; calculate and prepare records bills and appropriately route payments, as necessary. Maintain relevancy in substantive law developments and perform legal research.</p> <p>Accusations/Statements of Issues: Investigate and analyze facts and documents related to accusation cases, including those of the Department's most complex cases, which include: applying applicable laws and regulations to facts; reviewing and analyzing documents to determine proper legal response; conducting related legal research; and preparing appropriate legal pleadings in default cases. Review and research discovery requests for Department records; analyze whether request meets all legal requirements; and gather documents responsive to request; review and redact documents in accordance with laws regarding confidentiality, privilege, and other protections prohibiting the release of certain information. Receive and review requests for accusations or statements of issues, including those in the Department's most complex cases; route to appropriate attorney; review and issue accusations as assigned; draft appropriate documents and notices for legal filings. Review discovery received in preparation for hearings on Accusations and Statements of Issues; Contact district office or opposing attorney for additional discovery, if necessary. Review Office of Legal Services records, filings, documents, to ensure legal and policy standards are met; make recommendations for process improvement. Review protests for legality, in accordance with Statutes, Regulations, and Case Law.</p>

20%	Administrative	Prepare documents for filing service of documents; prepare files for hearing, such as preparation of exhibit books; Assist at administrative hearings and/or appeals; Summarize depositions or transcripts; perform legal research; screen telephone calls in reference to the Department rules and regulations; respond as necessary to requests sent by mail, fax or e-mail. Develop and provide training to Office of Legal Services and Department employees. Other duties as required, which may include but are not limited to interviewing, training, delegating assignments and ordering and maintaining legal resource materials.
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Supervisory Responsibilities: This job has no supervisory responsibilities

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If the employee is working at an alternate work location during telework, they are required to maintain a safe working condition at the approved site, abide by the Departments Telework Policy and Ergonomic Policy, and agree to maintain a distraction-free remote work environment. Further, employees are required to be available through various forms of communication during work hours.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 5 pounds and occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

The essential and marginal job duties have been discussed with the employee and a copy has been provided to the employee.

SUPERVISOR	DATE	EMPLOYEE	DATE
PRINT NAME		PRINT NAME	

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; and, uses intuition and experience to complement data.

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; and, uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; and, shares expertise with others.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; and, meets commitments.

Interpersonal – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; and, remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; and, participates in meetings.

Team Work – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; and, recognizes accomplishments of other team members.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; and, able to read and interpret written information.

Quality Management – Looks for ways to improve and promote quality; and, demonstrates accuracy and thoroughness.

Cost Consciousness – Conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; and promotes a harassment-free environment.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; and upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; and, supports equal employment opportunities and respects diversity.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and, able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; and, arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; and, asks for and offers help when needed.

Innovation – Generates suggestions for improving work; and, presents ideas and information in a manner that gets others' attention.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and, makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; and, takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; and develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and, follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and, monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; and, works quickly.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

KNOWLEDGE AND ABILITIES, ETC.

Knowledge of: Basic legal concepts, terminology, principles and procedures; use of legal reference materials; role of a paralegal staff in a legal office.

Ability to: Reason logically and accurately analyze situations; read effectively, prepare reports and summary sheets which set forth the statement of facts, applications of relevant law and conclusions; read and understand statutes; prepare drafts of pleading; draft litigation discovery documents, such as interrogatories and motions; work cooperatively with attorneys and member of the support staff.

Language Ability – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write detailed reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

Math Ability – Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Word processing software; Excel spreadsheet software; Internet Explorer, and CABIN database software.

Additional Desirable Qualifications: Evidence of continuing education, such as additional paralegal or legal course work.