

**DEPARTMENT OF JUSTICE  
CRIMINAL LAW DIVISION  
SPECIAL PROSECUTIONS SECTION  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION:** Senior Legal Analyst

**POSITION NUMBER:** 420-247-5333-xxx

**CITY:** San Diego

**STATEMENT OF DUTIES:** Perform the most complex technical paralegal duties for all types of cases within the mission of the Special Prosecutions Section (SPS) within a broad spectrum of criminal prosecution including a task force setting.

**SUPERVISION RECEIVED:** Under the supervision of the Senior Assistant Attorney General or Supervising Deputy Attorney General.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to occasionally lift/move up to twenty-five pounds. May be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

**TYPICAL WORKING CONDITIONS:** Enclosed interior workspace in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking.

**ESSENTIAL FUNCTIONS:**

35% Case Evaluation and Preparation: Collect, review, organize, inventory, summarize, and manage large numbers of documents, data, recordings, and other records gathered and seized during investigations; obtain information, documents, and certified records from government agencies and courts; obtain documents from witnesses and crime victims; scan and prepare documents for inclusion in digital databases; prepare, organize, and provide records for discovery; monitor discovery and defense access to evidence.

25% Trial and Hearing Preparation: Organize and manage exhibits and documents at all stages of litigation including trials and hearings; prepare exhibits for trials and hearings including visual aids such as charts, graphs, and computer presentations; maintain timely and effective communication with witnesses and crime victims; provide notices to victims pursuant to Marsy's Law; obtain supplemental documents from witnesses and crime victims; review and summarize transcripts; prepare jury instructions; draft subpoenas and schedule witness testimony; arrange and coordinate travel and accommodations for witnesses; assist in preparing witnesses for testimony in court; aid in the presentation of exhibits and evidence in court.

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- 15% Legal Research and Analysis: Research a wide variety of complex legal and procedural questions within a broad spectrum of law including bankruptcy, securities, mail fraud, tax law, tobacco laws and regulations, real estate law, insurance fraud, forms of theft, jurisdiction, and statute of limitations issues. Independently analyze issues using computerized resources such as LexisNexis and Westlaw, and library resources such as federal and state codes, statutes, case law, regulations, treatises, and digests. Discuss legal research with attorney staff and draft legal memoranda.
- 10% Records and Case Analysis: Research, obtain, analyze, and summarize records including: computerized databases such as LexisNexis and Westlaw and other online sources; state, national, and international business and corporate records; recorded property records; tax assessment records; court records; corporate and partnership records filed in state and local government offices; and other government records. Review and analyze complaints from agencies or individuals to determine if criminal activity occurred, and recommend whether cases should be prosecuted or referred to another agency.
- 10% Preparation of Legal Pleadings and Documents: Prepare pleadings and documents for review and/or filing including: charging documents, motions and oppositions to motions; points and authorities; subpoenas duces tecum with affidavits and correspondence; documents to compel attendance of out-of-state witnesses; and restitution orders, abstracts, and distributions. Assist law enforcement personnel with complaints, affidavits, and requests for arrest warrants; and letters to the governor, application for requisition, and certification for extradition.
- 5% Administrative: Independently analyze case data and provide periodic reports summarizing the procedural status of pending trials and investigations. Monitor public inquiries and crime reports. Monitor information from government agencies and law enforcement associations regarding legal updates and crime reporting. Identify and participate in relevant training. Develop and maintain legal research and writing skills and computer skills for case and document management.

The Senior Legal Analyst is expected to be flexible in conforming to all the above duties to the particular needs of cases and projects to which the Senior Legal Analyst is assigned, and to independently perform the assigned tasks skillfully, professionally, courteously, and efficiently; and to exercise independence, initiative, and excellent judgment. The Senior Legal Analyst is expected to work offsite in a task force setting and to travel as assigned in order to perform the above duties including extended hearings and trials.

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**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