

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
CIVIL LAW DIVISION  
CORRECTIONAL LAW SECTION**

**JOB TITLE:** Senior Legal Analyst

**STATEMENT OF DUTIES:** The Senior Legal Analyst works independently and under the direction of the Supervising Deputy Attorney General and other Deputy Attorneys General in the Correctional Law Section, with lead paralegal responsibilities in the most complex areas of law, in both state and federal court, and performs various duties related primarily to the management of large volume of civil rights cases. Because of the nature of the responsibilities assigned, a considerable amount of knowledge, experience, initiative and independent work are required.

**SUPERVISION RECEIVED:** Under the direction of a Supervising Deputy Attorney General.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to occasionally lift/move up to 25 pounds. Senior Legal Analyst may be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

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

**DUTIES**

**ESSENTIAL FUNCTIONS:**

- 30% Reviews and analyzes civil complaints and decides what information is necessary to enable a Deputy Attorney General to prepare the appropriate responses; gathers the necessary information from the client agency; analyzes the sufficiency of that information; determines whether declarations may be necessary, drafts the declarations, and obtains the signatures from the appropriate client agency staff persons; and makes oral and written recommendations to the Deputy Attorney General as to the present and future handling of the cases.
- 25% Collects and analyzes data for the purpose of handling pre-trial discovery requests in civil cases; assists in pre-trial discovery by preparing drafts of answers to interrogatories and responses to request for production of documents; coordinates the production of documents resulting from discovery; attends depositions and prepares deposition transcript summaries; reviews, analyzes, and abstracts documentary and statistical data from litigation and other files according to litigation strategy outlined by the Deputy Attorney General.

- 20% Assists in trial preparation and trial; analyzes evidence and makes oral and written recommendations as to what evidence should be used at trial; prepares exhibits for use at trial; prepares exhibit and witness books; processes and serves subpoenas; coordinates the appearance of trial witnesses; counsels and assists witnesses concerning their testimony.

**MARGINAL FUNCTIONS:**

- 15% Receives civil complaints in federal and state cases, habeas corpus petitions, court orders, and other communications from the courts; assesses the nature of these communications and determines how they should be initially processed; makes sure that they are properly docketed and prepared for the Supervising Deputy Attorney General so that he/she may assign them to the appropriate deputy.
- 5% Conducts legal research of case law, statutes, regulations and procedures, and prepares drafts of pleadings including answers to complaints, returns to petitions for writs of habeas corpus, motions, and responses to motions.
- 5% Create and develop database applications for managing cases with a large volume of documents, which will serve as an efficient retrieval system for locating documents.

**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

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Supervisor's Signature

\_\_\_\_\_  
Date

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
CIVIL LAW DIVISION  
CORRECTIONAL LAW SECTION**

**JOB TITLE:** Legal Analyst

**STATEMENT OF DUTIES:** Performs legal work in the Civil Law Division.

**SUPERVISION RECEIVED:** Under the direction of a Supervising Deputy Attorney General.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to occasionally lift/move up to 25 pounds. Legal Analyst may be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

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

**DUTIES**

**ESSENTIAL FUNCTIONS:**

- 30% Reviews civil complaints and habeas petitions, and decides what information is necessary to enable a Deputy Attorney General to prepare the appropriate responses; gathers the necessary information from the client agency; analyzes the sufficiency of that information; determines whether declarations may be necessary, drafts the declarations, and obtains the signatures from the appropriate client agency staff persons; and makes oral and written recommendations to the Deputy Attorney General as to the present and future handling of the cases.
- 25% Collects and analyzes data for the purpose of handling pre-trial discovery requests in civil cases; assists in pre-trial discovery by preparing drafts of answers to interrogatories and responses to request for production of documents; coordinates the production of documents resulting from discovery; attends depositions and prepares deposition transcript summaries; reviews, analyzes, and abstracts documentary and statistical data from litigation and other files according to litigation strategy outlined by the Deputy Attorney General.
- 20% Assists in trial preparation and trial; analyzes evidence and makes oral and written recommendations as to what evidence should be used at trial; prepares exhibits for use at trial; prepares exhibit and witness books; processes and serves subpoenas; coordinates the appearance of trial witnesses; counsels and assists witnesses concerning their testimony.

**MARGINAL FUNCTIONS:**

- 15%    Receives civil complaints in federal and state cases, habeas corpus petitions, court orders, and other communications from the courts; assesses the nature of these communications and determines how they should be initially processed; makes sure that they are properly docketed and prepared for the Supervising Deputy Attorney General so that he/she may assign them to the appropriate deputy.
- 10%    Conducts legal research of case law, statutes, regulations and procedures, and prepares drafts of pleadings including answers to complaints, returns to petitions for writs of habeas corpus, motions, and responses to motions.

**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

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Supervisor's Signature                      Date

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
CIVIL LAW DIVISION  
CORRECTIONAL LAW SECTION**

**JOB TITLE:** Legal Assistant

**STATEMENT OF DUTIES:** Performs legal work in the Civil Law Division.

**SUPERVISION RECEIVED:** Under the direction of a Supervising Deputy Attorney General.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to occasionally lift/move up to 25 pounds. Legal Assistant may be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

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

**DUTIES**

**ESSENTIAL FUNCTIONS:**

- 30% Reviews civil complaints and habeas petitions, and decides what information is necessary to enable a Deputy Attorney General to prepare the appropriate responses; gathers the necessary information from the client agency; analyzes the sufficiency of that information; determines whether declarations may be necessary, drafts the declarations, and obtains the signatures from the appropriate client agency staff persons; and makes oral and written recommendations to the Deputy Attorney General as to the present and future handling of the cases.
- 25% Collects and analyzes data for the purpose of handling pre-trial discovery requests in civil cases; assists in pre-trial discovery by preparing drafts of answers to interrogatories and responses to request for production of documents; coordinates the production of documents resulting from discovery; attends depositions and prepares deposition transcript summaries; reviews, analyzes, and abstracts documentary and statistical data from litigation and other files according to litigation strategy outlined by the Deputy Attorney General.
- 20% Assists in trial preparation and trial; analyzes evidence and makes oral and written recommendations as to what evidence should be used at trial; prepares exhibits for use at trial; prepares exhibit and witness books; processes and serves subpoenas; coordinates the appearance of trial witnesses; counsels and assists witnesses concerning their testimony.

**MARGINAL FUNCTIONS:**

- 15%    Receives civil complaints in federal and state cases, habeas corpus petitions, court orders, and other communications from the courts; assesses the nature of these communications and determines how they should be initially processed; makes sure that they are properly docketed and prepared for the Supervising Deputy Attorney General so that he/she may assign them to the appropriate deputy.
- 10%    Conducts legal research of case law, statutes, regulations and procedures, and prepares drafts of pleadings including answers to complaints, returns to petitions for writs of habeas corpus, motions, and responses to motions.

**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.

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Employee's Signature

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Date

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Supervisor's Signature

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Date