

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
GOVERNMENT LAW SECTION**

JOB TITLE: Senior Legal Analyst

GENERAL STATEMENT: The Government Law Section provides legal advice and representation, often in the defense of state statutes, to the Governor, Lieutenant Governor, Attorney General, Controller, Treasurer, Secretary of State, Department of Finance, and various other state agencies and departments. The legal matters concern a wide range of issues, including but not limited to: constitutional law and statutory interpretation, government operations, firearms and other public- safety laws, elections, internet privacy, federalism, labor and union issues, housing reform, criminal justice reform, criminal information, state mandates, and other matters. Representation includes briefing, appearances, and oral advocacy in state and federal courts throughout the State at both the trial and appellate levels. Attorneys in the Government Law Section do not normally appear before administrative bodies, but they also prepare titles and summaries for ballot measures and analyze proposed state legislation.

Senior Legal Analysts are very experienced paralegals who provide high-level paralegal support to attorneys in the section, and do other related work. They perform the most difficult and complex paralegal duties which are analytical in nature, and also provide consultative services to management and others. They successfully manage a challenging workload, and produce the highest quality work product, sometimes under tight deadlines. Senior Legal Analysts exercise a high degree of independence and work under the general direction of attorneys, who have ultimate professional responsibility for the work.

SUPERVISION/OVERSIGHT RECEIVED: Senior Legal Analysts work under the direction of a Deputy Attorney General Supervisor and the Senior Assistant Attorney General. In specific assignments, Senior Legal Analysts work under the general direction and oversight of Deputy Attorney Generals in the section.

OVERSIGHT EXERCISED: Senior Legal Analysts may oversee/review the work of Legal Assistants and Legal Analysts.

TYPICAL PHYSICAL DEMANDS:

- May be required to sit up to six to eight hours on a daily basis, often while using a computer to do research, draft documents, and perform other duties.
- Be able to travel out-of-town for work-related purposes (including overnight travel), sometimes for extended periods of time and sometimes to remote areas.
- Be able to lift/move up to 25 pounds of books, legal files, exhibits, and/or equipment.

TYPICAL WORKING CONDITIONS:

- While working in the office, works in an enclosed office or a cubicle in a smoke-free environment.

- While teleworking, works in compliance with the office's Telework Program Policy and Procedural Guide, the Exceptional Telework Request Procedures, the Legal Division Teleworking Expectations memorandum, and their section policies.

DUTIES (Essential Functions)

- 30% Provides advanced litigation support to the section; independently reviews and analyzes documents; independently identifies legal issues that to be researched; researches applicable case law, statutes, and procedures; drafts legal memoranda recommending courses of action to attorney; coordinates with attorneys on a variety of the most difficult cases and facilitates communication with attorneys, supervisors, Executive Unit, Directorate, and/or Office of the Solicitor General as needed.
- 30% Organizes and manages case files, investigative and discovery documents; independently prepares pleadings, discovery documents, and legal memoranda; coordinates responses to pleadings, discovery requests, and correspondence; reviews, categorizes, and summarizes document production in discovery; arranges for and receives service of process; identifies and interviews witnesses and drafts witnesses' declarations; meets with expert witnesses; determines the need for and arranges the scheduling of witnesses for court appearances, depositions, and trials; prepares declarations and subpoenas; prepares and organizes trial materials, including exhibits, pleadings, discovery documents, and physical evidence, for use by attorney in planning trial strategy; attends depositions, hearings, and trials to provide litigation support; acts as liaison and coordinates litigation among staff attorneys, opposing counsel, courts, and client agencies.
- 30% Provides complex technical and analytical support in connection with the Government Law Section's work on litigation and with clients; provides support in finalizing and administering contracts and settlement agreements; provides support in complying with court orders and judgments; assists attorneys in work on ballot initiatives and election matters.
- 10% Performs various administrative tasks including: enters time in ProLaw promptly, accurately, and completely; timely records leave in Workday; timely requests approval to take leave; timely calendars leave; completes mandatory training and takes advantage of the office's optional training opportunities; provides mentoring and training to less-experienced paralegals; participates in the hiring of paralegals as requested; attends section meetings; effectively uses video-conferencing and other work-related technology.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

- Knowledge of: (a) the areas of the law handled by the section, (b) court and administrative agency practices and procedures, and (c) the Department of Justice policies, procedures, and guidelines.
- Knowledge of: (a) basic legal concepts, terminology, principles, and procedures, (b) the obligation to protect confidential or privileged information from disclosure (e.g., the attorney-client privilege), and (c) the use of legal reference materials.
- Ability to reason logically, analyze situations accurately, and recommend an effective course of action.
- Ability to read and understand statutes, court decisions, legal documents, and similar material.
- Ability to efficiently conduct legal research (including through use of online resources), and to prepare documents setting forth: (a) a statement of the facts, (b) applications of the relevant law, and (c) conclusions.
- Ability to draft legal documents (e.g., pleadings, interrogatories, motions).
- Ability to write effectively and to efficiently produce work product (e.g., memoranda, reports, deposition summaries, legal documents), sometimes under tight deadlines.
- Ability to effectively use ProLaw, database applications, and other software to manage cases, documents, and evidence, including cases with voluminous documents.
- Ability to efficiently conduct public record and internet research.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to efficiently manage a challenging workload by, among other things, prioritizing tasks and handling several tasks and deadlines simultaneously.
- Ability to exercise good judgment and to work collaboratively, professionally, and ethically with co-workers, other colleagues, supervisors, managers, administrative staff, clients, opposing counsel, court staff, public officials, and representatives of public agencies.
- Ability to effectively use video-conferencing and other work-related technology.
- Ability to effectively use ProLaw to produce reports and ensure prompt and accurate billing to clients, and to effectively use Workday.

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

Typed or Printed Name

Typed or Printed Name

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
GOVERNMENT LAW SECTION**

JOB TITLE: Legal Analyst

GENERAL STATEMENT:

The Government Law Section provides legal advice and representation, often in the defense of state statutes, to the Governor, Lieutenant Governor, Attorney General, Controller, Treasurer, Secretary of State, Department of Finance, and various other state agencies and departments. The legal matters concern a wide range of issues, including but not limited to: constitutional law and statutory interpretation, government operations, firearms and other public- safety laws, elections, internet privacy, federalism, labor and union issues, housing reform, criminal justice reform, criminal information, state mandates, and other matters. Representation includes briefing, appearances, and oral advocacy in state and federal courts throughout the State at both the trial and appellate levels. Attorneys in the Government Law Section do not normally appear before administrative bodies, but they also prepare titles and summaries for ballot measures and analyze proposed state legislation.

Legal Analysts are experienced paralegals who provide paralegal support to attorneys in the section, and do other related work. They capably perform routine paralegal duties, as well as the more difficult and complex paralegal duties which are analytical in nature. They ably manage a challenging workload and produce high-quality work product, sometimes under tight deadlines. Legal Analysts exercise independence and work under the general direction of attorneys, who have ultimate professional responsibility for the work.

SUPERVISION/OVERSIGHT RECEIVED: Legal Analysts work under the supervision of a Deputy Attorney General Supervisor and the Senior Assistant Attorney General. In specific assignments, Legal Analysts work under the general direction and oversight of attorneys in the section. Senior Legal Analysts may also oversee/review the work of Legal Analysts.

OVERSIGHT EXERCISED: Legal Analysts may oversee/review the work of Legal Assistants.

TYPICAL PHYSICAL DEMANDS:

- May be required to sit up to six to eight hours on a daily basis, often while using a computer to do research, draft documents, and perform other duties.
- Be able to travel out-of-town for work-related purposes (including overnight travel), sometimes for extended periods of time and sometimes to remote areas.
- Be able to lift/move up to 25 pounds of books, legal files, exhibits, and/or equipment.

TYPICAL WORKING CONDITIONS:

- While working in the office, works in a cubicle or an enclosed office in a smoke-free environment.
- While teleworking, works in compliance with the office's Telework Program Policy and Procedural Guide, the Exceptional Telework Request Procedures, the Legal Division Teleworking Expectations memorandum, and their section policies.

DUTIES (Essential Functions)

- 30% Provides complex litigation support to the section; reviews and analyzes legal documents, including pleadings and briefs, as well as documents produced in discovery; researches and analyzes legal questions under supervision; researches applicable case law, statutes, and procedures, including on Westlaw and LexisNexis; coordinates with attorneys on various difficult cases and facilitates communication with attorneys, supervisors, Executive Unit, and/or Office of the Solicitor General as needed.
- 30% Organizes and manages case files, investigative and discovery documents; drafts pleadings, discovery documents, and legal memoranda; coordinates responses to pleadings, discovery requests, and correspondence; reviews, categorizes, and summarizes document production in discovery; arranges for and receives service of process; identifies and interviews witnesses and drafts witnesses' declarations; determines the need for and arranges the scheduling of witnesses for court appearances, depositions, and trials; prepares and organizes trial materials provided by an attorney, including exhibits, pleadings, discovery documents, and physical evidence; attends depositions, hearings, and trials to provide litigation support; acts as liaison and coordinates litigation among staff attorneys, opposing counsel, courts, and client agencies.
- 30% Provides complex technical and analytical support in connection with the Government Law Section's work on litigation and with clients; provides support in finalizing and administering contracts and settlement agreements; provides support in complying with court orders and judgments; assists attorneys in work on ballot initiatives and election matters.
- 10% Performs various administrative tasks including: enters time in ProLaw promptly, accurately, and completely; timely records leave in Workday; timely requests approval to take leave; timely calendars leave; completes mandatory training and takes advantage of the office's optional training opportunities; provides mentoring and training to less-experienced paralegals; participates in the hiring of Legal Analysts and Legal Assistants, as requested; attends section meetings; effectively uses video-conferencing and other work-related technology.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

- Knowledge of: (a) the areas of the law handled by the section, (b) court and administrative agency practices and procedures, and (c) the Department of Justice policies, procedures, and guidelines.
- Knowledge of: (a) basic legal concepts, terminology, principles, and procedures, (b) the obligation to protect confidential or privileged information from disclosure (e.g., the attorney-client privilege), and (c) the use of legal reference materials.
- Ability to reason logically, analyze situations accurately, and recommend an effective course of action.
- Ability to read and understand statutes, court decisions, legal documents, and similar material.
- Ability to efficiently conduct legal research (including through use of online resources), and prepare documents setting forth: (a) a statement of the facts, (b) applications of the relevant law, and (c) conclusions.
- Ability to draft legal documents (e.g., pleadings, interrogatories, motions).
- Ability to write effectively and efficiently produce work product (e.g., memoranda, reports, deposition summaries, legal documents), sometimes under tight deadlines.
- Ability to effectively use ProLaw and other applications and software to manage cases, documents, and evidence, including cases with voluminous documents.
- Ability to efficiently conduct public record and internet research.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to efficiently manage a challenging workload by, among other things, prioritizing tasks and handling several tasks and deadlines simultaneously.
- Ability to exercise good judgment and work collaboratively, professionally, and ethically with co-workers, other colleagues, supervisors, managers, administrative staff, clients, opposing counsel, court staff, public officials, and representatives of public agencies.
- Ability to effectively use video-conferencing and other work-related technology.
- Ability to effectively use ProLaw to produce reports and ensure prompt and accurate billing to clients, and to effectively use Workday.

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☐ 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

Typed or Printed Name

Typed or Printed Name

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
GOVERNMENT LAW SECTION**

JOB TITLE: Legal Assistant

GENERAL STATEMENT:

The Government Law Section provides legal advice and representation, often in the defense of state statutes, to the Governor, Lieutenant Governor, Attorney General, Controller, Treasurer, Secretary of State, Department of Finance, and various other state agencies and departments. The legal matters concern a wide range of issues, including but not limited to: constitutional law and statutory interpretation, government operations, firearms and other public- safety laws, elections, internet privacy, federalism, labor and union issues, housing reform, criminal justice reform, criminal information, state mandates, and other matters. Representation includes briefing, appearances, and oral advocacy in state and federal courts throughout the State at both the trial and appellate levels. Attorneys in the Government Law Section do not normally appear before administrative bodies, but they also prepare titles and summaries for ballot measures and analyze proposed state legislation.

Legal Assistants provide paralegal support to attorneys in the section, and do other related work. They perform the less difficult and more routine paralegal duties, manage an increasingly challenging workload, and produce high-quality work product, sometimes under tight deadlines. Legal Assistants work under the immediate direction of attorneys, who have ultimate professional responsibility for the work.

SUPERVISION/OVERSIGHT RECEIVED: Legal Assistants work under the supervision of a Deputy Attorney General Supervisor and the Senior Assistant Attorney General. In specific assignments, Legal Assistants work under the immediate direction and oversight of attorneys in the section. Senior Legal Analysts and Legal Analysts may also oversee/review the work of Legal Assistants.

OVERSIGHT EXERCISED: None.

TYPICAL PHYSICAL DEMANDS:

- May be required to sit up to six to eight hours on a daily basis, often while using a computer to do research, draft documents, and perform other duties.
- Be able to travel out-of-town for work-related purposes (including overnight travel), sometimes for extended periods of time and sometimes to remote areas.
- Be able to lift/move up to 25 pounds of books, legal files, exhibits, and/or equipment.

TYPICAL WORKING CONDITIONS:

- While working in the office, works in a cubicle or an enclosed office in a smoke-free environment.

- While teleworking, works in compliance with the office's Telework Program Policy and Procedural Guide, the Exceptional Telework Request Procedures, the Legal Division Teleworking Expectations memorandum, and their section policies.

DUTIES (Essential Functions)

- 30% Provides litigation support to the section; performs routine legal research; assists in reviewing legal documents, including complaints and subpoenas, as well as documents produced in discovery; researches applicable case law, statutes, and procedures on general websites, including court websites; coordinates with attorneys on various less difficult cases and facilitates communication with attorneys, supervisors, Exec, and/or OSG as needed.
- 30% Organizes and manages case files, investigative and discovery documents; at attorney's request, summarizes discovery documents, and legal memoranda; coordinates responses to pleadings, discovery requests, and correspondence; reviews, categorizes, arranges for and receives service of process; identifies witnesses and arranges for witness interviews; consults with witnesses about their scheduled court appearances; under close supervision compiles and organizes trial materials provided by an attorney, including exhibits, pleadings, discovery documents, and physical evidence; attends depositions, hearings, and trials for training purposes; acts as liaison and coordinates litigation among staff attorneys, opposing counsel, courts, and client agencies.
- 30% Provides less complex technical support in connection with the Government Law Section's work on litigation and with clients; provides support in finalizing and administering contracts and settlement agreements; provides support in complying with court orders and judgments; assists attorneys in work on ballot initiatives and election matters.
- 10% Performs various administrative tasks including: enters time in ProLaw promptly, accurately, and completely; timely records leave in Workday; timely requests approval to take leave; timely calendars leave; completes mandatory training and takes advantage of the office's optional training opportunities; provides mentoring and training to less-experienced paralegals; participates in the hiring of Legal Assistants, as requested; attends section meetings; effectively uses video-conferencing and other work-related technology.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

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- Knowledge of: (a) basic legal concepts, terminology, principles, and procedures, (b) the obligation to protect confidential or privileged information from disclosure (e.g., the attorney-client privilege), and (c) the use of legal reference materials.
- Ability to reason logically, analyze situations accurately, and recommend an effective course of action.
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Employee's Signature & Date

Supervisor's Signature & Date

Typed or Printed Name

Typed or Printed Name