

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
ANTITRUST LAW SECTION
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Legal Analyst

STATEMENT OF DUTIES: Under the general supervision of an attorney who shall accept full responsibility for the tasks performed, the Legal Analyst (LAN) performs a broad range of tasks in connection with investigations and complex litigation handled by the Antitrust Law Section. The LAN is responsible for performing difficult and complex paralegal work, including providing discovery and trial preparation support to Deputy Attorneys General and analytical staff. The LAN conducts legal research, reviews civil and criminal procedures, and utilizes case management software and hardware to complete work performed in the Antitrust Law Section. The LAN may serve in a lead capacity to other analysts, and/or graduate assistants.

SUPERVISION RECEIVED: Under the general supervision of the Deputy Attorney General Supervisor and/or the Senior Assistant Attorney General, Antitrust Section. May receive direction from a Deputy Attorney General for specific case tasks and assignments.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. May be required to lift up to 25 pounds in weight. Some travel may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, a partitioned cubicle or workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40% Under the supervision of an attorney, investigates factual issues; analyzes files, facts and documents in connection with investigations and litigation; summarizes and organizes data and information gathered through investigations and discovery, using computerized litigation support tools; participates in planning and strategy meetings for investigations and litigation; develops and compiles data for various matters, such as attorney fees and costs reimbursement petitions. Analyzes statutory and case law authority relating to civil antitrust violations, civil procedure, discovery, and trial and judicial practice in local, national, and international jurisdictions.
- 35% Researches legal issues, at the direction of attorneys; prepares subpoenas and discovery-related pleadings; assists with trial preparation and various litigation tasks, such as organizing trial exhibits and implementation of distribution plans; prepares memoranda. Under direction, prepares discovery documents such as interrogatories, requests for production, motions to compel, motions to quash, and protective orders. Prepares declarations for witness signature. Assists attorneys in the preparation of trial evidence;

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may direct witnesses. Prepares subpoenas and supporting affidavits. May assist attorneys in jury selection, witness evaluation, and preparation of cross-examination questions; works as a member of the trial team and participates in meetings concerning the trial.

15% Handles complaint intake from the public with minimal direction from attorneys or investigators. Enters matters into ProLaw and acts as case coordinator; assists in maintaining section files, logs and statistics.

10% Reviews required forms as prepared by analytical staff in support of the legal and administrative needs of the section; utilizes case knowledge to provide feedback on contract needs or other metrics in order to facilitate the preparation of invoices and requests for outside services obtained by the Antitrust Section, including providing information to create specialized justification documents. Tracks case expenditures to assist with workload forecasting and case impact. Assists with various administrative tasks such as coordinating the archiving of important cases and destruction of outdated files. Acts as service deputy.

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

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NAME: Vacant
CLASSIFICATION: Senior Legal Analyst

STATEMENT OF DUTIES: Under direction of an attorney who shall accept full responsibility for the tasks performed, the Senior Legal Analyst (SLA) independently performs a broad range of tasks in connection with investigations and complex litigation handled by the Antitrust Law Section. The SLA is responsible for performing the most varied and complex paralegal work with an emphasis in providing discovery and trial preparation support to Deputy Attorneys General and analytical staff. The SLA conducts legal research, reviews civil and criminal procedures, and utilizes case management software and hardware to complete work performed in the Antitrust Law Section. May serve in a lead capacity to other paralegals, analysts, and/or graduate assistants.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor and/or the Senior Assistant Attorney General, Antitrust Law Section. May receive direction from a Deputy Attorney General for specific case tasks and assignments.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours per day. Ability to lift up to 25 lbs. may be required. Some travel may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, a partitioned cubicle or workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS

- 40% Under the direction of an attorney, identifies issues and formulates a plan of action in conducting complex investigations into civil antitrust violations. Consults with witnesses, experts and consultants to secure information. Independently obtains, summarizes, analyzes, and manages data and information garnered through investigative discovery using computerized litigation support tools as necessary. Relates information to the facts of the case and reports findings to attorneys. Assesses information, evaluates additional needs, and makes recommendations to attorneys regarding strongest evidence, missing facts, and potential additional material necessary to obtain and review. Interviews witnesses and prepares written summaries of interview notes. Prepares timelines and chronologies to integrate evidence, explain industry, competitive landscape, and violations, and help hone theories of the case.
- 30% Provides assistance to attorneys in preparing to litigate the most complex litigation that involves California Attorneys General, various other State Attorneys General, governmental client agencies, witnesses, experts and third parties. Identifies legal issues and makes recommendations on various matters. Advises attorneys of pending changes in local court proceedings. Consults with attorneys and technical/litigation support staff to develop a litigation and discovery plan that includes the use of litigation software.

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Propounds discovery and responds to discovery requests. Researches and interprets statutes, regulations, case law and other relevant material as it relates to antitrust law. Contacts client agencies to secure information. Attends depositions, and summarizes deposition transcripts; attends settlement negotiations and supervises edits to consent decrees. Identifies, contracts and screens expert witnesses for depositions and trial testimony. Analyzes and summarizes expert witness statements. Develops systems for gathering and tracking litigation information. Assists attorneys with trial preparation and/or in trial. Helps assess, compile, and organize evidence necessary to explain and establish certain aspects of the case. Analyzes and summarizes trial evidence, and identifies exhibits necessary to prove claims. May delegate tasks to legal assistants/analysts and/or provide training on various paralegal functions and responsibilities.

Independently prepares discovery documents such as interrogatories, requests for production, motions to compel, motions to quash, and protective orders. Prepares declarations for witness signature. Assists attorneys in the preparation of trial evidence; directs witnesses and prepares subpoenas and supporting affidavits, may assist attorneys in jury selection, witness evaluation, and preparation of cross-examination questions; works as a member of the trial team and participates in meetings concerning the trial.

20% Independently identifies and conducts legal research using traditional resources available in the law library, as well as computerized tools. Analyzes and provides recommendations concerning statutory and case law authority relating to civil antitrust violations, civil procedure, discovery, and trial and judicial practice in local, national, and international jurisdictions. Researches legal and factual issues, and uses the results to prepare all, or portions of, various pleadings including complaints, as well as briefs and other papers. Incorporates appropriate law and case facts into legal arguments presented in legal documents. Researches and analyzes issues related to jury instructions, and uses the results to draft instructions for attorney review. Enters matters into ProLaw and acts as case coordinator; assists in maintaining section files, logs and statistics.

10% As a lead, reviews required forms prepared by analytical staff in support of the legal and administrative needs of the section; utilizes case knowledge to provide feedback on contract needs or other metrics to facilitate the preparation of invoices and requests for outside services obtained by the Antitrust Section, including providing subject matter expertise to create specialized justification documents. Tracks case expenditures to assist with workload forecasting and case impact. Assists analytical staff with various administrative tasks such as leading and coordinating the archiving of important cases and destruction of outdated files. Acts as service deputy.

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.

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- 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