

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

JOB TITLE: Senior Legal Analyst (Limited-Term)

GENERAL STATEMENT:

The Correctional Law Section (CLS) handles federal- and state-court litigation in individual civil-rights cases, appellate matters, and complex class-action suits. CLS represents the California Department of Corrections and Rehabilitation (CDCR), the Governor's Office, California Prison Industry Authority (PIA), and the Department of Finance. The cases address issues ranging from state torts to constitutional claims that concern various rights, including religious practices, health care, due process, equal protection, rights of expression, and use of force.

Senior Legal Analysts are very experienced paralegals who provide high-level paralegal support to attorneys in the section, and do other related work. They independently 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 attorneys 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 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% Reviews and analyzes civil complaints and habeas petitions and determines what information is necessary to enable an attorney 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 a variety of the most difficult 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 presentation 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 subpoenas; identifies and interviews trial witnesses; determines the need for and arranges the scheduling of witnesses.
- 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; ensures that all documents are properly docketed and prepared for the Deputy Attorney General Supervisor so the cases are assigned to the appropriate deputy; independently 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; create and develop database applications for managing cases with large volume of documents, which will serve as an efficient retrieval system for location documents.
- 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 Senior Legal Analysts, 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.

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
CORRECTIONAL LAW SECTION**

JOB TITLE: Legal Analyst (Limited-Term)

GENERAL STATEMENT:

The Correctional Law Section (CLS) handles federal- and state-court litigation in individual civil-rights cases, appellate matters, and complex class-action suits. CLS represents the California Department of Corrections and Rehabilitation (CDCR), the Governor's Office, California Prison Industry Authority (PIA), and the Department of Finance. The cases address issues ranging from state torts to constitutional claims that concern various rights, including religious practices, health care, due process, equal protection, rights of expression, and use of force.

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% Reviews civil complaints and habeas petitions; summarizes civil complaints and habeas petitions in order for attorney to prepare responses; gathers and analyzes the necessary information from the client agency for completeness to assist an attorney in determining appropriate action; drafts the declarations, and obtains the signatures from the appropriate client agency staff persons; provides analytical support to attorney as to the present and future handling of various difficult 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 under attorney supervision; 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 attorney.
- 20% Assists in trial preparation; analyzes evidence and makes oral and written recommendations as to what evidence should be used at trial; prepare exhibits for use at trial; assists in the preparation of exhibit and witness books; processes and arranges for service of process of subpoenas; identifies and interviews trial witnesses; determines the need for and arranges the scheduling of witnesses.
- 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; ensures that all documents are properly docketed for the Deputy Attorney General Supervisor to assign them to the appropriate deputy; they 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 for attorney review.
- 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.

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
CORRECTIONAL LAW SECTION**

JOB TITLE: Legal Assistant (Limited-Term)

GENERAL STATEMENT:

The Correctional Law Section (CLS) handles federal- and state-court litigation in individual civil-rights cases, appellate matters, and complex class-action suits. CLS represents the California Department of Corrections and Rehabilitation (CDCR), the Governor's Office, California Prison Industry Authority (PIA), and the Department of Finance. The cases address issues ranging from state torts to constitutional claims that concern various rights, including religious practices, health care, due process, equal protection, rights of expression, and use of force.

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% Assists in reviewing civil complaints and habeas petitions; at attorney's request, summarizes civil complaints and habeas petitions in order for attorney to prepare responses; gathers and reviews the necessary information from the client agency for completeness to assist an attorney in determining appropriate action; assists in preparing draft declarations; obtains the signatures from the appropriate client agency staff persons; and provides support to the attorney as to the present and future handling of various less difficult cases.
- 25% Compiles and organizes data provided by an attorney 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 for training purposes and prepares deposition transcript summaries; collects and reviews documentary and statistical data from litigation and other files according to litigation strategy outlined by the attorney.
- 20% Assists in trial-preparation; compiles trial evidence and checks completeness; assists in the preparation of exhibits for use at trial; organizes exhibit and witness books; receives and arranges for service of process; may identify witnesses and arranges for witness interviews; consults with witnesses about their scheduled court appearance.
- 15% Receives civil complaints in federal and state cases, habeas corpus petitions, court orders, and other communications from the courts; reviews and initially processes correspondence; prepares and docket documents for the Deputy Attorney General Supervisor to assign to an attorney; performs routine legal research of case law, statutes, regulations and procedures; assists in preparing drafts of pleadings including answers to complaints, returns to petitions for writs of habeas corpus, motions, and responses to motions.
- 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

- 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.
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- 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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Supervisor's Signature & Date

Typed or Printed Name

Typed or Printed Name