

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Senior Legal Analyst

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Incumbent independently performs technically complex paralegal duties with regard to all types of cases handled by Appeals, Writs and Trials Section; is expected to be flexible in conforming these duties to the particular needs of the cases and projects to which the analyst is assigned; independently perform the assigned tasks skillfully, professionally, courteously, and efficiently, and to exercise initiative and excellent judgment.

SUPERVISION RECEIVED: Under the direction of a 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 office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking.

ESSENTIAL FUNCTIONS:

- 45% Habeas Corpus Cases. Conducts initial evaluation and work-up of federal habeas corpus cases, including a determination of the issues presented, whether the petition is timely filed, and what records and/or documentation is needed in order to prepare a response; and coordinates the obtaining of needed documents and/or records and relates the information to the facts of the case, independently prepares motions to dismiss on statute of limitations or exhaustion grounds, where a motion is not required, prepares an answer template for assigned attorney, including procedural background and/or statement of the case and statement of facts, occasionally prepares entire answer on behalf of assigned attorney, all requires an understanding of the federal law relating to habeas corpus litigation.

- 30% General Appellate Cases. Under the general direction of a supervising deputy, independently prepares appellate briefs addressing a variety of routine and legal questions. Independently analyzes the issues raised on appeal; conducts legal research utilizing resources found in the law library, such as codes, statutes, case law, and computerized legal research; discusses legal research with attorney staff and local prosecuting agencies; independently drafts statement of the case, statement of facts, and

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legal argument; reviews reply briefs, and performs any supplemental briefing required by the court. This requires a good grasp of legal concepts, critical thinking and the ability to write effectively.

- 15% Death Penalty Cases. Independently organizes voluminous files; organizes and manages discovery; prepares subpoenas, subpoenas duces tecum and supporting affidavits in a timely manner to assure witness attendance at hearing or deposition which requires a thorough understanding and compliance with rules of civil procedure and rules of court; schedules depositions and attends depositions with assigned attorney; attends evidentiary hearings with attorney to provide assistance as necessary; prepares index of the state record for filing, assists the assigned attorney in interviews with witnesses; assist in the preparation of declarations; conducts investigation into allegations raised in petitions; conducts legal research as requested by attorney staff, and assists in the preparation of legal arguments using law library resources such as codes, statutes, case law, manuals and computerized research.
- 5% Trial Team Matters. Provides paralegal support to any Deputy Attorney General assigned a trial matter. Contacts and coordinates victims and/or witnesses; prepares and serves subpoenas; independently draft legal pleadings or correspondence; attend court appearances with assigned attorney; may occasionally appear and argue in court as certified law student under supervisory guidance as assigned.
- 3% Evidentiary Hearings. Independently organizes voluminous case files; organizes and manages discovery documents; prepares subpoenas, subpoenas duces tecum and supporting affidavits in a timely manner to assure witness attendance at hearing or deposition; arranges for service of process which requires thorough understanding and compliance with rules of civil procedure and rules of court; schedules depositions and attends depositions with assigned attorney; prepares witness and exhibit books; attends evidentiary hearings with attorney to provide assistance as necessary.
- 2% Service Deputy. Act as service deputy. Determine whether documents presented for service may be properly received. If received, maintain record pursuant to Service Deputy Manual and forward documents to appropriate division chief.

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NAME:

CLASSIFICATION: **Senior Legal Analyst**

POSITION NUMBER:

CITY:

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

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Legal Analyst

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Performs a range of technical paralegal duties in connection with a variety of cases handled by the Appeals, Writs and Trials Section of the Division of Criminal Law.

SUPERVISION RECEIVED: Under the direction of a 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 office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking.

ESSENTIAL FUNCTIONS:

- 50% Conducts initial analysis of all defendant's appeals, summarizing issues and doing case history analysis for related matters. Determines whether appellants are on probation and, if so, runs rap sheets to determine if they have absconded. Prepares weekly reports and logs of cases, assignments, and backlog for Senior Assistant.
- 20% Reviews and screens all general correspondence and unassigned pleadings to San Francisco Appeals, Writs, and Trials. Prepares replies as needed and directs administrative staff regarding handling of unassigned materials.
- 10% Assists trial team in calendaring and preparing for hearings and trials. Duties may include drafting declarations, preparing subpoenas, obtaining and organizing pertinent records and police reports, handling discovery, and attending hearings and trials to provide assistance as needed.
- 10% Reviews and summarizes court transcripts and drafts legal pleadings.

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CLASSIFICATION: **Legal Analyst**

POSITION NUMBER:

CITY:

5% Opens files and conducts initial review of all federal habeas cases and assists Senior Assistant in assigning federal habeas cases.

5% Shares duties as needed with other Legal Analysts in capital case and federal habeas litigation.

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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.

Employee's Signature

Date

Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
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DUTY STATEMENT**

NAME:

CLASSIFICATION: **Legal Assistant**

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Performs a range of technical paralegal duties in connection with a variety of cases handled by the Appeals, Writs and Trials Section of the Division of Criminal Law.

SUPERVISION RECEIVES: Under the direction of a 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 office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking.

ESSENTIAL FUNCTIONS:

50% Assists deputies on the habeas team by obtaining and organizing court documents and by researching and writing motions relating to habeas actions in federal court. Assists attorneys generally by researching case law, statutes and regulations using WestLaw and Lexis. With minimal supervision, summarizes transcripts, organizes and indexes documents and exhibits. Prepares exhibit boards and courtroom presentations.

20% Assists attorneys in the preparation of declarations, motions, subpoenas and discovery; coordinates court appearances and calendars with various court personnel and law enforcement personnel

10% Reviews incoming briefs for entry into the automated brief bank. Creates input files for changes to the brief bank. Assists in selecting briefs for transmittal to other offices for brief bank review.

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CLASSIFICATION: **Legal Assistant**

POSITION NUMBER:

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10% Monitors docketing of trial court cases and prepares monthly reports.

10% Establishes and maintains a Bill Review Central File; creates a classification system by subject matter and bill number for bill reviews prepared by the deputies; analyses all bill reviews and determines how they should be classified; assists in retrieving bill reviews from the file.

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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