

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
HEALTHCARE RIGHTS AND ACCESS SECTION
DUTY STATEMENT**

NAME: Name
CLASSIFICATION: Legal Assistant

STATEMENT OF DUTIES: The Healthcare Rights and Access (HRA) Section monitors and contributes to the proactive healthcare work across the Attorney General’s Office, which covers areas of consumer healthcare, nonprofit healthcare transactions, antitrust, healthcare privacy, and healthcare civil rights legal and policy work. The section seeks injunctions, civil penalties, consumer restitution, and other relief. Under the general supervision of the Senior Assistant Attorney General in the Healthcare Rights and Access Section or the Deputy Attorney General Supervising as designated by the Senior Assistant Attorney General, the Legal Assistant provides routine legal assistance and litigation support to attorneys, Senior Legal Analysts, and Legal Analysts in the HRA section. Duties include, but are not limited to, litigation document review preliminary analysis; assisting attorneys with the preparation of cases, including the preparation of draft pleadings and other legal documents; consulting with attorneys and consultants in support of litigation; ; assist with reviewi and preliminary analyzes on healthcare access complaints; evaluating information regarding unlawful and unfair practices; conducting preliminary analyses on consumer and industry practices and trends; coordinating and discussing with the Senior Assistant Attorney General in charge of the Healthcare Rights and Access Law Section and section attorneys possible solutions to healthcare access issues; assist with conducting a variety of research projects, including preliminary legal research; and other duties as assigned. The Legal Assistant must have good verbal and written communication skills, analytical and computer skills, experience assisting with civil litigation or other matters, and the ability to interact well with others on a team.

SUPERVISION RECEIVED: Under the immediate direction of the Senior Assistant Attorney General in the Healthcare Rights and Access Section, or the Deputy Attorney General Supervising as designated by the Senior Assistant Attorney General. May receive direction from Deputy Attorneys General and legal analysts for specific case tasks and assignments.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May sit at a computer terminal while performing research, analyses, communicating with deputies and other personnel in the Attorney General’s office and with law enforcement agencies and performing other duties for various periods of time up to 6 to 9 hours per day. May occasionally lift files or laptop computers up to 25 lbs. May need to travel by car or plane to for work related duties, participate in surveillance and undercover operations, and attend meetings, on occasion out-of-state.

TYPICAL WORKING CONDITIONS: In a mostly remote work environment, home office or similar environment. At the office, enclosed windowed office, interior office or proportioned cubicle in a smoke-free environment. In office attendance is required once per moenth and other times, maybe subject to section needs.

ESSENTIAL FUNCTIONS:

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- 30% Under close supervision, gathers and analyzes legal materials across a broad range of healthcare-related issue areas for violations of laws in consumer healthcare, nonprofit healthcare transactions, antitrust, healthcare privacy and healthcare civil rights and tobacco enforcement. gathers and analyzes evidence; prepares discovery materials; creates exhibits;; summarizes deposition transcripts; creates computerized systems for analyzing, gathering and tracking litigation information and documents; enters data into computer databases and organizes the data both manually and by creating a database; analyzes and prepares indexes for various types of documents including transcripts, discovery materials, trial documents, etc.; reviews and performs preliminary analysis of files and legislative bill; organizes case files and documents; summarizes materials reviewed; prepares documents for opening and closing files. Communicate analysis to attorneys, both orally and in written form.
- 20% At the request of an attorney, prepares and assists attorneys in appropriate legal research; drafts pleadings and motions; assists on briefs; prepares legal documents, e.g., notices of depositions, files legal documents, e.g., clerk's judgments and abstracts; assists in collection matters, e.g., levy on accounts and debtor's examinations; prepares papers and arranges for service of process.
- 20% At the request of an attorney, prepares and assists attorneys in requesting and responding to discovery; assist with preparations and attends depositions; assists in trial preparation;; prepares trial and witness binders; arranges for production of exhibits; works with court personnel regarding specific needs; attends and assists at trials.
- 15% As directed, coordinate and maintain communication with federal, state, local, and foreign law enforcement agencies and consumer organizations across a broad range of healthcare-related issue areas. Monitor and analyze information gathering and document handling systems. Prepare reports and present analyses in both oral and written forms.
- 15% As directed, performs administrative functions; assists in managing litigation funds; prepares litigation and case management reports for review; and supports management with routine administrative tasks.

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.

**DEPARTMENT OF JUSTICE
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NAME: Name
CLASSIFICATION: Legal Analyst

STATEMENT OF DUTIES: The Healthcare Rights and Access (HRA) Section monitors and contributes to the proactive healthcare work across the Attorney General's Office, which covers areas of consumer healthcare, nonprofit healthcare transactions, antitrust, healthcare privacy, and healthcare civil rights legal and policy work. The section seeks injunctions, civil penalties, consumer restitution, and other relief. Under the general supervision of the Senior Assistant Attorney General in the Healthcare Rights and Access Section or the Deputy Attorney General Supervising, as designated by the Senior Assistant Attorney General, the Legal Analyst provides legal analytical and litigation support, including support of litigation, to attorneys in the HRA Section. Duties include, but are not limited to, litigation document management and analysis; assisting attorneys with the preparation of cases, including the preparation of draft pleadings and other legal documents; consulting with attorneys and consultants in support of litigation; interviewing witnesses reviewing and analyzing consumer complaints; evaluating information regarding unlawful and unfair practices; conducting analyses on consumer and industry practices and trends; coordinating and discussing with the Senior Assistant Attorney General in charge of the Healthcare Rights and Access Law Section and section attorneys possible solutions to healthcare access issues; conducting a variety of research projects, including legal research; and other duties as assigned.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General in the Healthcare Rights and Access Section or the Deputy Attorney General Supervising.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May sit at a computer terminal while performing research, analyses, communicating with deputies and other personnel in the Attorney General's office and with law enforcement agencies and performing other duties for various periods of time up to 6 to 9 hours per day. May occasionally lift files or laptop computers up to 25 lbs. May need to travel by car or plane to conduct witness interviews, participate in surveillance and undercover operations, and attend meetings, on occasion out-of-state.

TYPICAL WORKING CONDITIONS: In a mostly remote work environment, home office or similar environment. At the office, enclosed windowed office, interior office or proportioned cubicle in a smoke-free environment. In office attendance is required once per month and other times, maybe subject to section needs.

ESSENTIAL FUNCTIONS:

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- 30% Research , reviews, and analyzes legal materials across a broad range of healthcare-related issue areas for violations of laws in consumer healthcare, nonprofit healthcare transactions, antitrust, healthcare privacy and healthcare civil rights and tobacco enforcement. Gathers and analyzes evidence; prepares discovery materials; creates exhibits; contacts witnesses; summarizes deposition transcripts; creates computerized systems for analyzing, gathering and tracking litigation information and documents; enters data into computer databases and organizes the data both manually and by creating a database; analyzes and prepares indexes for various types of documents including transcripts, discovery materials, trial documents, etc.; reviews and analyzes files and legislative bill analyses; organizes case files and documents; summarizes materials reviewed; prepares documents for opening and closing files. Communicate analysis to attorneys, both orally and in written form.
- 30% Performs appropriate legal research; drafts pleadings and motions; assists on briefs; prepares legal documents, e.g., notices of depositions, subpoenas, and; files legal documents, e.g., clerk's judgments and abstracts; assists in collection matters, e.g., levy on accounts and debtor's examinations; prepares papers and arranges for service of process.
- 20% Requests and responds to discovery; prepares and assists attorneys in preparing witnesses for deposition; attends depositions; assists in trial preparation; coordinates witnesses and prepares subpoenas; prepares trial and witness binders; arranges for production of exhibits; works with court personnel regarding specific needs; attends and assists at trials.
- 10% Assists with development of methods for analyzing, maintaining, and improving programs, processes, and procedures and recommend and implement related changes. Assist with development, monitoring, and analyzing of information gathering and document handling systems. Prepare reports and present analyses in both oral and written forms. Coordinate and maintain communication with federal, state, local, and foreign law enforcement agencies and consumer organizations across a broad range of healthcare-related issue areas.
- 10% Performs administrative functions, assists in managing litigation funds, and prepares litigation and case management reports for review. Represent the Department on task forces, at meetings, and on special projects.

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

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NAME:

CLASSIFICATION: Senior Legal Analyst

STATEMENT OF DUTIES: The Healthcare Rights and Access Section monitors and contributes to the proactive healthcare work across the Attorney General's Office which covers areas of consumer healthcare, nonprofit healthcare transactions, antitrust, healthcare privacy and healthcare civil rights legal and policy work. The section seeks injunctions, civil penalties, restitution to consumers, and other relief. The Senior Legal Analyst independently performs a wide variety of the most responsible, varied and complex duties. The Senior Legal Analyst works with substantial independence under minimal supervision, and is required to accept a high degree of personal responsibility and initiative. Duties include, but are not limited to, litigation document management and analysis; assisting attorneys with the preparation of cases including the preparation of draft pleadings and other legal documents; consulting with attorneys and consultants in support of litigation; interviewing witnesses and prepare draft declarations; reviewing and analyzing consumer complaints; evaluating information regarding unlawful and unfair practices; conducting complex analyses on consumer and industry practices and trends; coordinating and discussing with the Senior Assistant Attorney General in charge of the Healthcare Rights and Access Law Section and section attorneys possible solutions to consumer problems; conducting a variety of research projects, including legal research; and other duties as assigned.

SUPERVISION RECEIVED: Under the direction of the Senior Assistant Attorney General in the Healthcare Rights and Access Section or the Supervising Deputy Attorney General as designated by the Senior Assistant Attorney General.

SUPERVISION EXERCISED: May review/oversee the work of others.

TYPICAL PHYSICAL DEMANDS: May sit at a computer terminal while performing research, analyses, communicating with deputies and other personnel in the Attorney General's office and with law enforcement agencies and performing other duties for various periods of time up to 6 to 9 hours per day. May occasionally lift files or laptop computers up to 25 lbs. May need to travel by car or plane to conduct witness interviews, participate in surveillance and undercover operations, and attend meetings.

TYPICAL WORKING CONDITIONS: Enclosed windowed office, interior office or proportioned cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% In a lead capacity in the section's most complex cases, develop, coordinate, and implement systems to organize documents in litigation cases, both manually and by creating a database. Analyze documents for use as evidence in trial. Communicate analysis to attorney, both orally and in written form. Interview consumers and prepare draft declarations. Develop, maintain and analyze consumer lists for possible trial

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witness selection. Conduct and document witness interviews. Assist attorneys with selection and preparation of expert witnesses; consult with attorneys and consultants in support of litigation. Assist in preparation of cases, including legal research and drafting documents. Testify at trial.

- 30% Independently analyze complex issue areas for violations of consumer laws, conduct independent studies, conduct and document witness interviews, participate in surveillance and undercover operations, conduct factual and legal research, obtain public records and other documents, maintain chain of evidence, manage document productions, review and analyze documents and other information and evidence, explore remedies to problems, evaluate alternative ideas, formulate a responsive solution, and decide on and present proposals on matters affecting areas such as privacy, telemarketing, telecommunications, seller assisted marketing plans, seller of travel, senior citizen consumer problems, e-commerce, credit (including credit repair), housing, finance, investment, automotive rentals/sales/repairs, retail sales and practices, advertising, multi-state issues such as nutrition, health care, advertising, retail sales, warranties, etc.
- 15% Independently develop methods for analyzing, maintaining, and improving programs, processes and procedures and recommend and implement related changes. Develop, monitor, and analyze information gathering and document handling systems. Prepare reports and present analyses in both oral and written forms.

MARGINAL FUNCTIONS:

- 5% Represent the Department on task forces, at meetings, and on special projects.
- 5% Coordinate and maintain communication with federal, state, local, and foreign law enforcement agencies and consumer organizations.

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.

