

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CIVIL RIGHTS ENFORCEMENT SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Legal Assistant

STATEMENT OF DUTIES: The Legal Assistant performs a wide variety of entry-level paralegal work and provides support to Legal Analysts and Senior Legal Analysts in performing the more routine paralegal duties of the Civil Rights Enforcement Section. Under the immediate direction and control of an attorney who shall accept full responsibility for the tasks performed, the Legal Assistant's work may include, but is not limited to, analyzing case files, and assisting attorneys and other staff in investigation, discovery, trial preparation and trial. Working at the direction of and in collaboration with others, the Legal Assistant is expected to accept personal responsibility and initiative. The incumbent possesses strong analytical skills and computer skills; has experience assisting with civil litigation or other matters; the ability to work independently, take initiative, assume responsibility, and exercise good judgment in various areas of civil rights issues, including racial and identity profiling, police practices, discrimination in public accommodations, housing and employment discrimination, and immigrant, LGBT, disability, reproductive, labor and voting rights. The Legal Assistant must have good verbal and written communication skills, as well as the ability to interact well with others on a team.

SUPERVISION RECEIVED: Under the supervision of the Senior Assistant Attorney General and immediate supervision of a Supervising Deputy 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 be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. May be required to lift up to 25 pounds in weight. Travel is required to within the state or out of state to assist with Civil Rights Enforcement case work.

TYPICAL WORKING CONDITIONS: Open-spaced, partitioned cubicle, in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40% Assists in gathering facts and data for cases, reports, regulations, briefs and other Civil Rights Enforcement Section matters and clients, such as the Racial and Identity Profiling Advisory Board and the Reparations Task Force. Assists legal staff in scheduling and coordinating meetings, court appearances, consulting with witnesses, assisting attorneys with interviewing witnesses and conducting oral examinations, arranging for interviews and expert witness testimony. Assists in analyzing and evaluating electronic data and organizing it in a logical and user-friendly manner to support Section initiatives.

- 40% Conducts routine legal and web-based research and performs preliminary analyses of legislation, codes, statutes, regulations and case law. Knowledgeable in the use of web-

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based subscriptions services, federal and state agency internet sites, and other electronic research methods. Knowledgeable in the use of research tools include Lexis-Nexis, Westlaw, court databases, law library and other resources. Analyzes, inputs and retrieves data gathered during discovery and investigation by using word processor and database programs. Coordinates and manages litigation support services relating to electronic discovery and other electronic data. Responsible for managing the content of the Civil Rights Enforcement Section and AB953 web sites, email mailboxes, and voicemail boxes.

- 10% Supports the Section's public engagement and assists attorneys and other Section staff in public outreach and education activities, including drafting, editing, and assisting in the publication of civil rights handbooks, reports, Power Point presentations, and other such tasks as required in the course of representing the Attorney General and client agencies. Attends civil rights meetings and presentations either independently or with attorneys and civil rights staff.
- 10% Assists in tracking contracts for Section work and clients, as appropriate, including invoices and contracts for outside services including experts and investigators, organizing files, closing files, obtaining records, and maintaining legal database. Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.

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.

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Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date

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NAME:

CLASSIFICATION: Legal Analyst

STATEMENT OF DUTIES: The Legal Analyst performs a wide variety of the more responsible, varied and complex paralegal duties, including analyzing case files, and assisting attorneys in investigation, discovery, trial preparation and trial. The Legal Analyst works with independence under minimal supervision, and is required to accept a high degree of personal responsibility and initiative. The Legal Analyst must have strong analytical skills and computer skills; have experience assisting with appellate and trial court civil cases; the ability to work independently, take initiative, assume responsibility, and exercise good judgment all in the area of civil rights issues, including racial and identity profiling, police practices, discrimination in public accommodations, housing and employment discrimination, and immigrant, LGBT, disability, reproductive, labor and voting rights. The Legal Analyst must have good verbal and written communication skills, as well as the ability to interact well with others on a team.

SUPERVISION RECEIVED: Under the supervision of the Senior Assistant Attorney General and immediate supervision of a Supervising Deputy Attorney General. Under the direction of Deputy Attorneys 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 a day. May be required to lift up to 25 pounds in weight. Travel is required to within the state or out of state to assist with Civil Rights Enforcement case work.

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

ESSENTIAL FUNCTIONS:

- 25% Assists attorneys in gathering facts and data for cases, reports, regulations, briefs and other Civil Rights Enforcement Section matters. Serves as an assistant and staff to the Racial and Identity Profiling Advisory Board. Assists legal staff in scheduling and coordinating meetings, court appearances, consulting with witnesses, assisting attorneys with interviewing witnesses and conducting oral examinations, arranging for interviews and expert witness testimony. Ability to analyze and evaluate electronic data and organize in a logical and user-friendly manner.
- 25% Conducts legal and web-based research and analyze complex legislation, codes, statutes, regulations and case law. Proficient in the use of web-based subscriptions services, federal and state agency internet sites, and other electronic research methods. Research tools include Lexis-Nexis, Westlaw, court databases, law library and other resources. Analyzes, inputs and retrieves data gathered during discovery and investigation by using word processor and database programs. Coordinates and manages litigation support

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services relating to electronic discovery and other electronic data. Responsible for managing the content of the Civil Rights Enforcement Section and AB953 web sites, email mailboxes, and voicemail boxes.

- 20% Acts as liaison and coordinate litigation among attorneys and other parties. Independently drafts legal documents including but not limited declarations, subpoenas and various other legal documents; interrogatories and responses thereto, requests and responses for production of documents, requests and responses for admissions. Monitors and tracks discovery proceedings; summarize, organize, and indexes testimony, depositions, and documentary material from discovery requests. Attends depositions, settlement negotiations, and other meetings as requested by Civil Rights Enforcement Section supervisors or deputies. Assists in trial preparation such as organizing legal documents, exhibits, preparing trial books and indexes; handles research tasks as assigned. Develops systems for gathering and tracking litigation information.
- 20% Engages and assists attorneys in public outreach and education activities, including drafting, editing, and assisting in the publication of civil rights handbooks, reports including the annual Racial and Identity Profiling Act report, Power Point presentations, and other such tasks as required by deputies in the course of representing the Attorney General and client agencies. Attends civil rights meetings and presentations either independently or with attorneys and civil rights staff.
- 10% Prepares invoices and contracts for outside services including experts and investigators, organizing files, closing files, obtaining records, and maintaining legal database. Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.

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.

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Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date

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NAME: Name
CLASSIFICATION: Senior Legal Analyst

STATEMENT OF DUTIES: The Senior Legal Analyst (SLA) in the Civil Rights Enforcement Section (CRES) performs a wide variety of the most responsible, varied and complex paralegal duties, including analyzing case files, and assisting attorneys in investigation, discovery, trial preparation and trial. The SLA works with independence and is required to accept a high degree of personal responsibility and initiative. The SLA has strong analytical skills and computer skills; assists with appellate and trial court civil cases; works independently, takes initiative, assumes responsibility, and exercises good judgment all in the area of civil rights issues, including but not limited to: racial and identity profiling, police practices, discrimination in public accommodations, housing and employment discrimination, and immigrant, LGBT, disability, reproductive, labor and voting rights.

SUPERVISION RECEIVED: Under the direction of the Deputy Attorney General Supervisor and/or the Senior Assistant Attorney General. May receive direction from a Deputy Attorney General 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 to conduct witness interviews, participate in investigative and litigation-related operations, and attend meetings.

TYPICAL WORKING CONDITIONS: Open-spaced, partitioned cubicle, in a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% In a lead capacity in the section's most complex cases, develops, coordinates, and implements systems to organize documents in litigation cases, both manually and by creating a database. Assists with preparing, finalizing and filing case-related documents in complex and fast-paced litigation on cutting-edge legal and constitutional issues in courts in multiple jurisdictions; assists with calculating and calendaring civil procedure due dates and compliance with local rules of a variety of courts; coordinating and managing contracts with experts and third party vendors (e.g. court reporters, process servers). Analyzes documents for use as evidence in trial. Communicates analysis to attorneys, both orally and in written form. Interviews victims, witnesses, or experts and prepare draft declarations. Develops, maintains and analyzes charts, lists, or other forms of tracking of participants in litigation. Conducts and documents witness interviews or other meetings. Assists attorneys with selection and preparation of expert witnesses; consults with attorneys

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and consultants in support of litigation. Assists in preparation of cases, including legal research and drafting documents. May testify at trial.

- 30% Independently analyzes complex issue areas for violations of civil rights and other laws, conducts independent studies, conducts and documents witness interviews, conducts factual and legal research, obtains public records and other documents, maintains chain of evidence, manages document productions, reviews and analyzes documents and other information and evidence, explores remedies to problems, evaluates alternative ideas, formulates a responsive solution, and decides on and presents proposals on matters affecting areas such as civil rights and other provisions of the California and United States Constitutions, California's Unruh Civil Rights Act, voting rights, immigrants' rights, reproductive rights, state and federal disability rights, fair housing laws, and state and federal administrative procedure laws.
- 15% Independently develops methods for analyzing, maintaining, and improving programs, processes and procedures and recommends and implements related changes. Develops, monitors, and analyzes information gathering and document handling systems. Prepares reports and presents analyses in both oral and written forms.
- 5% Represents the Department on task forces, at meetings, and on special projects. Acts as a Service Deputy.
- 5% Coordinates and maintains 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.
- 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.

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Printed Name _____ Date _____
Senior Legal Analyst

Printed Name _____ Date _____
Deputy Attorney General Supervisor