

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
BUSINESS LITIGATION SECTION**

JOB TITLE: Senior Legal Analyst

GENERAL STATEMENT:

The Business Litigation Section represents a variety of state agencies in federal and state civil litigation and advice matters. The section enforces the state's contract rights, defends challenges to public contracting and bidding, protects the constitutional and statutory authority of the state's four taxing agencies to assess and collect state revenue, and protects the constitutional and statutory authority of state agencies that regulate financial sector businesses, including insurance, financial services, and real estate.

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 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 supervision of a Supervising Deputy Attorney General 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)

- 45% Participates in the litigation process with the assigned deputies, including drafting various pleadings and performing any and all other paralegal functions as each case dictates; assisting with discovery, deposition preparation, hearing preparation, depositions, hearings and trials; calculating costs of suit and fees; performing legal research of case law, statutes, regulations, procedures, and court rules; searching court records for pertinent documents; assisting deputies in coordinating and performing complex document searches, review, and production, including preparing privilege logs; drafting portions or entire documents to be sent to clients, opposing counsel, or filed with the court, such as discovery requests and responses, litigation hold letters, joint representation agreements and waivers, exhibit lists, and witness lists; proofreading legal documents and cite checking them for proper citation format; preparing summaries of evidence, arguments, and legal research for the assigned attorney; assisting deputies in locating and interviewing witnesses; preparing and organizing exhibits and binders for hearings and court filings; conferring with trial team to discuss strategy, contacting witnesses and assisting with their trial preparation; preparing trial evidence, including trial binders with all pertinent documents to assist the deputies at trial, including but not limited to witness lists, exhibits, voir dire, jury instructions, motions, offers of proof, discovery documents, relevant pleadings and briefing and deposition transcripts; preparing trial subpoenas and ensuring witness attendance at trial; making appropriate travel arrangements; communicating with client agencies, opposing counsel, witnesses, and others on evidentiary issues and case management.
- 25% Independently prepares new cases for litigation and manages existing case files. This includes opening ProLaw matters, analyzing complaints, preparing summaries of referrals to be circulated to deputies for assignment, obtaining relevant documents and other information from clients, calendaring relevant deadlines and statutes of limitations, meeting and conferring with clients regarding service of process and representation issues; organizing case documents, emails, electronic discovery and other information; meeting periodically with assigned deputy for additional direction.
- 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.

- 10% Primarily responsible for preparing all necessary contract materials and required forms for expert witnesses, including communicating with experts and accounting in consultation with assigned deputy; assists deputies in researching, contracting and timely payment of expert witnesses, communicates with expert witnesses as directed by deputies.
- 5% May serve as Service Deputy on behalf of the State of California and the Attorney General's Office.
- 5% May perform special short-term and long-term assignments as assigned by a Supervising Deputy Attorney General or the Senior Assistant.

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