

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
CYBERCRIME SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Senior Legal Analyst

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Under direction of an attorney, the Senior Legal Analyst (SLA) performs the most difficult, varied and complex paralegal duties with regard to all types of cases handled by the Cybercrime Section within a broad spectrum of law: computer crime, theft (auction fraud, embezzlement, false pretenses, identity theft), grand jury proceedings, jury trial work, discovery, jurisdiction and statute of limitations issues. The Senior Legal Analyst is expected to be flexible in conforming these duties to the needs of the assigned cases and projects. Under direction of an attorney, the Senior Legal Analyst exercises a high degree of independence to perform the assigned tasks skillfully, professionally, courteously and efficiently and to exercise initiative and excellent judgment. Travel is required.

SUPERVISION RECEIVED: Under the direction of the Senior Assistant Attorney General and/or Deputy Attorney General Supervisor.

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 or cubicle in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking.

ESSENTIAL FUNCTIONS:

35% CASE EVALUATION AND PREPARATION:

Analyzing and evaluating documentary evidence held by other law enforcement agencies and identifying and collecting the documents pertinent to investigation and prosecution of a case. Analyzing financial, corporate, real estate, and business records. Obtaining certified copies of evidentiary documents from governmental agencies and courts. Organizing, inventorying and managing evidence. Locating witnesses and corporate information using open-source intelligence and legal databases. Contacting victims and witnesses to procure documentary evidence. Contacting members of the FBI, SEC, and other federal, state, and local law enforcement agencies to obtain information pertinent to

the investigation. Preparing information for inclusion in search warrants. Filing complaints in local counties through the intake process at local district attorney's offices and obtaining arrest warrants. Coordinating with local district attorneys' staff. Organizing and managing discovery. Providing discovery to defense either by copies of documents, or by supervising defendant's access to evidence.

25% TRIALS AND HEARING PREPARATION AND ASSISTANCE

Obtaining documentary evidence. Arranging evidence to be scanned and imported into computer programs (such as Evidence.com, Relativity, Concordance, Trial Director and other programs). Prepare and manage exhibits for trial: graphics and documentary evidence. Preparing jury instructions. Subpoenaing witnesses, including obtaining orders for distant and out-of-state witnesses, scheduling dates and times for testimony, coordinating travel and accommodations for witnesses. Preparing witnesses for testimony at preliminary hearings. Performing legal research in response to motions and issues raised during trial.

15% LEGAL RESEARCH AND ANALYSIS

Researching a wide variety of most complex legal questions within a broad spectrum of law: computer crime, theft auction fraud, embezzlement, false pretenses, identity theft, jurisdiction and statute of limitations issues. This entails independently analyzing the issues and utilizing the resources in the law library, such as federal and state codes, statutes, case law, regulations, horn books and digests and performing computerized legal research using Lexis, or West Law discussing legal research with attorney staff and drafting a legal memo if necessary.

10% RECORDS ANALYSIS

Researching and analyzing records:

1. Lexis: state, national, and international business and corporate records.
2. Property title records at county recorder offices, identifying owner/occupants of particular parcels of property during a specific time period, lien holders, and the chain of title.
3. Corporate and partnership records from California and other Secretaries of State's Offices.
4. Business records, including records from internet service providers, cellular service providers, and online auction sites.

10% PREPARATION OF LEGAL PLEADING S AND DOCUMENTS

Preparing pleading and documents:

1. Charging documents; Complaints and Information.
2. Notices of forfeitures pursuant to Penal Code section 181.11.
3. Subpoenas duces tecum and the necessary affidavits in support of the subpoenas (assuring compliance with consumer privacy laws).

CYS – Senior Legal Analyst Duty Statement

4. Certificates, declarations, summons and order to bring witnesses from out of state under Penal Code section 1334 (Uniform Act).
5. Complaint, affidavit and request for arrest warrant, letter to the governor, application for requisition, certification for extradition.
6. Assisting law enforcement personnel in preparing search warrants.
7. Jury instructions and Judicial Council forms.

5% ADMINISTRATIVE

Update and independently analyze case data and provides periodic reports summarizing the procedural status of pending trials and investigations using office software (such as ProLaw and other software). Participating in law enforcement training provided by the California District Attorneys Association, POST, and other organizations.

Analyzing new cases: Reviewing and analyzing complaints from agencies or individuals to determine what criminal activity occurred and recommending whether cases should be prosecuted by this office or referred to another. Determining what evidence needs to be collected and suggesting the best method by which to collect it.

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
CYBERCRIME SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Legal Analyst

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: : Under general supervision of an attorney, the Legal Analyst performs the difficult and complex paralegal duties with regard to all types of cases handled by the Cybercrime Section within a broad spectrum of law: computer crime, theft (auction fraud, embezzlement, false pretenses, identity theft), grand jury proceedings, jury trial work, discovery, jurisdiction and statute of limitations issues. The Legal Analyst is expected to be flexible in conforming these duties to the needs of the assigned cases and projects. Under general supervision, the Legal Analyst performs the assigned tasks skillfully, professionally, courteously and efficiently and to exercise initiative and excellent judgment. Some travel is required.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General and/or Deputy Attorney General Supervisor.

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:

35% **CASE EVALUATION AND PREPARATION:**

Analyzing and evaluating documentary evidence held by other law enforcement agencies and identifying and collecting the documents pertinent to investigation and prosecution of a case. Analyzing financial, corporate, real estate, and business records. Obtaining certified copies of evidentiary documents from governmental agencies and courts. Organizing, inventorying and managing evidence. Locating witnesses and corporate information using open-source intelligence and legal databases. Contacting victims and witnesses to procure documentary evidence. Contacting members of the FBI, SEC, and other federal, state, and local law enforcement agencies to obtain information pertinent to the investigation. Preparing information for inclusion in search warrants. Filing complaints in local counties through the intake process at local district attorney's offices and obtaining arrest warrants. Coordinating with local district attorneys' staff. Organizing

CYS – Legal Analyst Duty Statement

and managing discovery. Providing discovery to defense either by copies of documents, or by supervising defendant's access to evidence.

25% TRIALS AND HEARING PREPARATION AND ASSISTANCE

Obtaining documentary evidence. Arranging evidence to be scanned and imported into computer programs (such as Evidence.com, Relativity, Concordance, Trial Director and other programs). Preparing and managing exhibits for trial: graphics and documentary evidence. Preparing jury instructions. Subpoenaing witnesses, including obtaining orders for distant and out-of-state witnesses, scheduling dates and times for testimony, coordinating travel and accommodations for witnesses. Preparing witnesses for testimony at preliminary hearings. Performing legal research in response to motions and issues raised during trial.

15% LEGAL RESEARCH AND ANALYSIS

Researching a wide variety of complex legal questions within a broad spectrum of law: computer crime, theft (auction fraud, embezzlement, false pretenses, identity theft), grand jury proceedings, trial work, discovery, jurisdiction and statute of limitations issues. This entails independently analyzing the issues and utilizing the resources in the law library, such as federal and state codes, statutes, case law, regulations, horn books and digests and performing computerized legal research using Lawdesk, Lexis, or West Law; discussing legal research with attorney staff and drafting a legal memo if necessary.

10% RECORDS ANALYSIS

Researching and analyzing records:

1. Lexis: state, national, and international business and corporate records.
2. Property title records at county recorder offices, identifying owner/occupants of particular parcels of property during a specific time period, lien holders, and the chain of title.
3. Corporate and partnership records from California and other Secretaries of State's Offices.
4. Business records, including records from internet service providers, cellular service providers, and online auction sites.

10% PREPARATION OF LEGAL PLEADING S AND DOCUMENTS

Preparing pleading and documents:

1. Charging documents; Complaints and Information.
2. Notices of forfeitures pursuant to Penal Code section 181.11.
3. Subpoenas duces tecum and the necessary affidavits in support of the subpoenas (assuring compliance with consumer privacy laws).
4. Certificates, declarations, summons and order to bring witnesses from out of state under Penal Code section 1334 (Uniform Act).
5. Complaint, affidavit and request for arrest warrant, letter to the governor, application

CYS – Legal Analyst Duty Statement

for requisition, certification for extradition.

6. Assisting law enforcement personnel in preparing search warrants.
7. Jury instructions and Judicial Council forms.

5% ADMINISTRATIVE

Under general supervision, update and analyze case data and provides periodic reports summarizing the procedural status of pending trials and investigations using office software (such as ProLaw and other software). Participating in law enforcement training provided by the California District Attorneys Association, POST, and other organizations.

Analyzing new cases: Reviewing and analyzing complaints from agencies or individuals to determine what criminal activity occurred and recommending whether cases should be prosecuted by this office or referred to another. Determining what evidence needs to be collected and suggesting the best method by which to collect it.

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
CYBERCRIME SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Legal Assistant

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES Under the immediate direction of an attorney, the Legal Assistant performs the less difficult and routine paralegal duties with regard to all types of cases handled by the Cybercrime Section within a broad spectrum of law: computer crime, theft (auction fraud, embezzlement, false pretenses, identity theft), grand jury proceedings, jury trial work, discovery, jurisdiction and statute of limitations issues. The Legal Assistant is expected to be flexible in conforming these duties to the needs of the assigned cases and projects to which the analyst is assigned. Under direct supervision, the Legal Assistant performs the assigned tasks skillfully, professionally, courteously and efficiently and to exercise initiative and excellent judgment. Some travel is required.

SUPERVISION RECEIVES: Under immediate direction of the Senior Assistant Attorney General and/or Deputy Attorney General Supervisor.

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:

35% **CASE EVALUATION AND PREPARATION:**

Assist in analyzing and evaluating documentary evidence held by other law enforcement agencies and identifying and collecting the documents pertinent to investigation and prosecution of a case. Assist in analyzing financial, corporate, real estate, and business records. Assist in obtaining certified copies of evidentiary documents from governmental agencies and courts. Assist in organizing, inventorying and managing evidence. Assist in locating witnesses and corporate information using open-source intelligence and legal databases. Assist in contacting victims and witnesses to procure documentary evidence.

CYS – Legal Assistant Duty Statement

Assist in contacting members of the FBI, SEC, and other federal, state, and local law enforcement agencies to obtain information pertinent to the investigation. Assist in preparing information for inclusion in search warrants. Assist in filing complaints in local counties through the intake process at local district attorney's offices and obtaining arrest warrants. Assist in coordinating with local district attorneys' staff. Assist in organizing and managing discovery. Assist in providing discovery to defense either by copies of documents, or by supervising defendant's access to evidence.

25% TRIALS AND HEARING PREPARATION AND ASSISTANCE

Assist in obtaining documentary evidence. Arranging evidence to be scanned and imported into computer programs (such as Evidence.com, Relativity, Concordance, Trial Director and other programs). Under close supervision prepares exhibits for trial: graphics and documentary evidence. May identify witnesses and arrange for witness interviews, including obtaining orders for distant and out-of-state witnesses, scheduling dates and times for testimony, coordinating travel and accommodations for witnesses. Assist in Under direction of an attorney, consults with witnesses about their scheduled appearances. May participate during trial in a training capacity.

15% LEGAL RESEARCH AND ANALYSIS

Assist attorney in researching routine legal questions within a broad spectrum of law: computer crime, theft (auction fraud, embezzlement, false pretenses, identity theft), grand jury proceedings, jury trial work, discovery, jurisdiction and statute of limitations issues. This entails under direct supervision assisting in analyzing the issues and utilizing the resources in the law library, such as federal and state codes, statutes, case law, regulations, horn books and digests and performing routine computerized legal research using Lawdesk, Lexis, or West Law; discussing legal research with attorney staff and assist with drafting a legal memo if necessary.

10% RECORDS ANALYSIS

Assist in researching and analyzing records:

1. Lexis: state, national, and international business and corporate records.
2. Property title records at county recorder offices, identifying owner/occupants of particular parcels of property during a specific time period, lien holders, and the chain of title.
3. Corporate and partnership records from California and other Secretaries of State's Offices.
4. Business records, including records from internet service providers, cellular service providers, and online auction sites.

10% PREPARATION OF LEGAL PLEADING S AND DOCUMENTS

Assist in preparing pleading and documents:

1. Charging documents; Complaints and Information.
2. Notices of forfeitures pursuant to Penal Code section 181.11.
3. Subpoenas duces tecum and the necessary affidavits in support of the subpoenas (assuring compliance with consumer privacy laws).
4. Certificates, declarations, summons and order to bring witnesses from out of state under Penal Code section 1334 (Uniform Act).
5. Complaint, affidavit and request for arrest warrant, letter to the governor, application for requisition, certification for extradition.
6. Assisting law enforcement personnel in preparing search warrants.
7. Jury instructions and Judicial Council forms.

5% ADMINISTRATIVE

Under direct supervision assists in updating and analyzing case data and provides periodic reports summarizing the procedural status of pending trials and investigations using office software (such as ProLaw and other software). Assist in law enforcement training provided by the California District Attorneys Association, POST, and other organizations.

Assist in analyzing new cases: Reviewing and analyzing complaints from agencies or individuals to determine what criminal activity occurred and recommending whether cases should be prosecuted by this office or referred to another. Assist in determining what evidence needs to be collected and suggesting the best method by which to collect it.

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