

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
DIRECTORATE DIVISION  
OFFICE OF THE SOLICITOR GENERAL**

**NAME:**

**CLASSIFICATION:** Analyst I

**STATEMENT OF DUTIES:** Under the supervision of the Solicitor General and Principal Deputy Solicitor General, the Analyst I performs a variety of administrative and analytical duties that require independence of action, analysis, initiative, knowledge of departmental policies, good judgment, tact and diplomacy, and a thorough understanding of appropriate administrative practices. The Analyst I must have knowledge of Word, Excel, Outlook and the California Automated Travel Expense Reimbursement System, as well as ProLaw, and must be able to assist Office of the Solicitor General (OSG) attorneys in preparation of briefs and appendices for filing, including through generating tables of authorities, preparing excerpts of record in the Ninth Circuit, corresponding with printing services for United States (U.S.) Supreme Court briefs, and assisting with preparation of appendices for U.S. Supreme Court briefs. The Analyst I also assists the Solicitor General with important operational functions, such as ensuring OSG attorneys satisfy appropriate training requirements; scheduling performance appraisals; helping the Solicitor General maintain his schedule; and assisting the Solicitor General with ad hoc projects to improve unit efficiency and organization.

**SUPERVISION RECEIVED:** Under the supervision of the Solicitor General, may receive guidance and/or direction from the Principal Deputy Solicitor General, and two Supervising Deputy Solicitors General.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at a computer terminal while performing research, drafting, editing, and other duties up to six to eight hours a day or more.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

50% Reviews, researches, analyzes, and reports information to the Solicitor General and the Principal Deputy Solicitor General on specific issues affecting operating procedures, working conditions, and/or policy changes for OSG. Presents findings and recommendations and, on approval, implements any necessary changes. Researches and interprets departmental policies for staff and generally relieves the Solicitor General and Deputies of a wide variety of office tasks. Researches and handles confidential and sensitive issues and assignments and provides recommendations to management to resolve issues. Interprets and transmits Solicitor General directives both orally and in writing to staff and explains and expands on instructions given by the Solicitor General to staff. Develops tracking methods, and monitors the progress and completion of OSG

assignments including, but not limited to, personnel issues, scheduling, internal communications, and procedures for handling official correspondence to and from the Chief Assistants, the Chief Deputy, and the Attorney General.

- 20% Drafts, revises, and edits correspondence for the signature of the Solicitor General. Prepares and/or coordinates both routine and personal correspondence for the Solicitor General and Deputies, such as responses to invitations, inquiries on legal matters, referrals for general information, and other sensitive items. Researches, reviews, and gathers background material to prepare background briefing documents and agendas and advises the Solicitor General and Deputies on upcoming meetings, conferences, hearings, staff retreats, and special events. Coordinates schedules with other members of the office and outside agencies and individuals (including members of the Judicial Branch). Assists with the Special Assistant Attorney Generals and support in other sections regarding billing issues for OSG briefs and the Executive Office. Prepares travel expense claims and travel advances for the Office of Solicitor General staff. Maintains the staff vacation calendar.
- 15% Assists attorneys with preparing court filings, including by generating tables of authorities, preparing Ninth Circuit excerpts of record, and corresponding with commercial printing services to prepare for the filing of U.S. Supreme Court briefs. Assists attorneys with maintaining appropriate records in ProLaw system.
- 15% Handles onboarding for all new attorneys in the office. Maintains files to track attorney training to help ensure all attorneys remain compliant. Solicits and tracks attorney projects and hours to assist Solicitor General in assigning matters within OSG. Evaluates work-assignment system and other office systems to advise the Solicitor General and Principal Deputy Solicitor General on ways to improve efficiency and overall operations. Performs special projects for the Solicitor General on an as-needed basis.

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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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Employee's Signature                      Date

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Supervisor's Signature                      Date