

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Legal Analyst (LAN)

STATEMENT OF DUTIES: The LAN performs a wide variety of complex paralegal duties, including assisting Deputy Attorney Generals and Senior Legal Analysts in the investigation, filing, and prosecution of complex criminal and civil cases. The LAN also manages, reviews, analyzes, and evaluates documents and data, prepares discovery, subpoenas, witness lists, exhibit lists, and demonstrative evidence, coordinates witnesses, prepares correspondence with outside agencies and the public, creates and maintains databases and libraries, and performs factual and legal research.

SUPERVISION RECEIVED: Under the direction of the Supervising Deputy Attorney General, Criminal Prosecutions Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Analyst may be required to sit at a computer terminal while performing research and other duties up to eight hours per day; may be required to work extended hours, travel throughout the state, and attend court hearings and trials as needed; and should have the ability to move up to 25 pounds.

TYPICAL WORKING CONDITIONS: Open-space office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 30% Assists in trial preparation and trial; collaboratively prepares documents for discovery; analyzes and organizes evidence; prepares exhibits and witness books; prepares and processes subpoenas; creates searchable databases for evidentiary documents, facts, and information; assists in preparation of lay and expert witnesses.
- 25% Reviews voluminous investigative documents and information to assist in deciding what information is necessary for criminal prosecution; prepares chronologies; analyzes facts to determine appropriate recommendations for further course of action; prepares letters, memoranda, charts and summaries to assist prosecutorial staff.
- 25% Gathers information from agencies in the investigation of complaints and citations; reviews, analyzes, and abstracts information contained in complaints, citations, deficiencies, surveys, witness statements, and other documentary and statistical data; creates summaries of specific findings to assist attorneys in determining the potential for prosecution.
- 10% Conducts legal research of case law, statutes, regulations, and procedures.
- 10% Performs administrative and analytic tasks as necessary, such as preparing correspondence to outside agencies and the public, assisting with research and development of training materials, contracting expert witnesses, and responding to requests for information.

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 Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name