

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
LICENSING SECTION**

JOB TITLE: Senior Legal Analyst

GENERAL STATEMENT:

The Licensing Section (Licensing) is responsible for a broad range of administrative matters and related state and federal court litigation on behalf of more than thirty state licensing agencies in license discipline actions. Under direction of an attorney who shall accept full responsibility for the tasks performed, the Senior Legal Analyst provides high level assistance to attorneys and independently performs the full range of the most responsible, varied and complex paralegal duties which are analytical in nature, and provides consultative services to management and others, all related to the enforcement work of the Licensing Section's client agencies.

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 also 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 direction 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)

- 35% Identifies legal issues that need to be researched; performs legal research of case law, statutes, regulations, procedures, and court rules; using the HotDocs program independently drafts accusations, statements of issues, petitions to revoke probation, petitions to compel mental and physical exams, declarations, default decisions, applications for interim suspension orders, and other pleadings on the most complex licensing cases; and recommends what course of action to take with regard to the issue for Deputy Attorney General review; and prepares settlement agreements, recommendations for settlement and cost certifications.
- 20% Acts as case coordinator for the Section, opening and inactivating matters in ProLaw, ensuring that all documents and docket events are entered; prepares a synopsis of each new case; manages and maintains the accuracy of the ProLaw database, including notes, docket events, contacts and other information; monitors ProLaw milestone entry, may maintain section-specific information in ProLaw matters, such as the Boards' Book; communicates with paralegals in other Licensing Section offices regarding case transfers between offices and to maintain consistency in procedures throughout the entire section; accurately enters transactions in ProLaw.
- 15% Manages a large volume of various administrative matters requiring evaluation and analysis of the most complex investigative files submitted by client agencies for legal and evidentiary sufficiency to proceed with prosecution and recommends action; requests records from courts, police departments and prosecutor's offices; independently analyzes and summarizes evidence; provides a detailed analysis for any case rejection; communicates with client agencies, investigators and others on evidentiary issues and case management; prepares a summary of evidence, witness list and a summary of problems or unique features involved in the case for the assigned attorney; and communicates with opposing parties or counsel regarding setting cases for hearing and settlement.
- 10% Consults with supervisors, attorneys and others to solve problems related to licensing matters; develops systems, procedures or data for Cognos and or legislative reports ; manages master calendar; analyzes section reports and provides findings to supervisors,; tracks and prepares statistical reports for clients and budgeting reports for Senior Assistant; triages caseloads for supervisor assignments; and completes projects as required.
- 10% Conducts and summaries research; sets matters for hearing; prepares discovery responses; creates systems for gathering and tracking litigation information and evidence; summarizes deposition transcripts; identifies witnesses and documents to be subpoenaed; interviews

witnesses; assists attorneys in scheduling witnesses for hearing; prepares and organizes exhibits for hearings; and assists attorney in hearing.

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.

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

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
LICENSING SECTION**

JOB TITLE: Legal Analyst

GENERAL STATEMENT:

The Licensing Section (Licensing) is responsible for a broad range of administrative matters and related state and federal court litigation on behalf of more than thirty state licensing agencies in license discipline actions. Under the immediate direction and control of an attorney, who shall accept full responsibility for the tasks performed and where such duties may be properly delegated, the Legal Analyst performs difficult and complex paralegal duties which are analytical in nature to assist attorneys in the enforcement work of the Licensing Section's client agencies.

Legal Analysts are experienced paralegals who provide paralegal support to attorneys in the section, and do other related work. They capably perform routine paralegal duties, as well as the more difficult and complex paralegal duties which are analytical in nature. They ably manage a challenging workload and produce high-quality work product, sometimes under tight deadlines. Legal Analysts exercise independence and work under the general direction of attorneys, who have ultimate professional responsibility for the work.

SUPERVISION/OVERSIGHT RECEIVED: Legal Analysts work under the supervision of a Supervising Deputy Attorney General and the Senior Assistant Attorney General. In specific assignments, Legal Analysts work under the general direction and oversight of attorneys in the section. Senior Legal Analysts may also oversee/review the work of Legal Analysts.

OVERSIGHT EXERCISED: Legal Analysts may oversee/review the work of Legal Assistants.

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)

- 40% Using the HotDocs document assembly program to the greatest extent possible, prepares drafts of accusations, statements of issues, petitions to revoke probation, petitions to compel mental and physical examinations, default decisions, settlement agreements, cost certifications, declarations and correspondence on complex licensing cases for attorney review.

- 20% Acts as case coordinator for the Section, opening and inactivating cases in ProLaw, ensuring that all documents and docket events are entered; prepares a synopsis of each new case; manages and maintains the accuracy of the ProLaw database, including notes, docket events, contacts and other information; monitors ProLaw milestone entry; may maintain section-specific information in ProLaw matters, such as the Boards' Book; communicates with paralegals in other Licensing Section offices regarding case transfers between offices and to maintain consistency in procedures throughout the entire section; accurately enters transactions in ProLaw to account for all time worked.

- 15% Manages a caseload of a wide range of administrative license discipline matters with differing deadlines; analyzes and evaluates facts and documents in complex investigative files submitted by client agencies for appropriate legal action; determines legal issues related to cases and sufficiency of evidence to proceed with prosecution; prepares summaries of evidence, witness lists and outlines problems or unique features involved, and recommends appropriate action to be taken for the assigned attorney; conducts historical research and investigation with regard to cases; requests records from courts, police departments and prosecutor's offices; and works with clients, investigators, courts and police agencies to obtain additional evidence, as needed.

- 15% Researches statutes, regulations, case law and procedures related to the legal issues involved in Licensing Section matters, typically using electronic programs; prepares memoranda setting forth legal analysis of pertinent legal issues, as directed; may prepare legislative histories and follow-up on legislative and regulatory files; prepares responses to routine procedural and/or large volume type inquiries; analyzes data and compiles reports; schedules cases for hearing with the Office of Administrative Hearings; assists attorneys to prepare for hearing; summarizes deposition transcripts; identifies witnesses and documents to be subpoenaed, prepares subpoenas, coordinates witnesses for hearing; prepares and organizes exhibits for presentation at administrative hearings and handles other ad hoc projects as directed.

- 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 Legal Analysts and Legal Assistants,

as requested; attends section meetings; effectively uses video-conferencing and other work-related technology.

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):

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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

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
LICENSING SECTION**

JOB TITLE: Legal Assistant

GENERAL STATEMENT:

The Licensing Section (Licensing) is responsible for a broad range of administrative matters and related state and federal court litigation on behalf of more than thirty state licensing agencies in license discipline actions. Under the immediate supervision of a Supervising Deputy Attorney General, or a Legal Assistance Team (LAT) Coordinator, the Legal Assistant performs a wide range of duties in connection with civil and administrative litigation handled by the Licensing Section. The cases concern consumer interests, may involve substantial sums, and often are sensitive in nature. The duties generally are related to the preparation of pleadings and legal document control related to litigation.

Legal Assistants provide paralegal support to attorneys in the section, and do other related work. They perform the less difficult and more routine paralegal duties, manage an increasingly challenging workload, and produce high-quality work product, sometimes under tight deadlines. Legal Assistants work under the immediate direction of attorneys, who have ultimate professional responsibility for the work.

SUPERVISION/OVERSIGHT RECEIVED: Legal Assistants work under the supervision of a Supervising Deputy Attorney General and the Senior Assistant Attorney General. In specific assignments, Legal Assistants work under the immediate direction and oversight of attorneys in the section. Senior Legal Analysts and Legal Analysts may also oversee/review the work of Legal Assistants.

OVERSIGHT EXERCISED: None.

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)

- 35% Using the HotDocs document assembly program to the greatest extent possible, assists with drafting accusations, statements of issues, petitions to revoke probation, petitions to compel mental and physical examinations, default decisions, settlement agreements, cost certifications, declarations and correspondence for attorney review.
- 15% Opening and inactivating cases in ProLaw, ensuring that all documents and docket events are entered; prepares a synopsis of each new case; manages and maintains the accuracy of the ProLaw database, including notes, docket events, contacts and other information; monitors ProLaw milestone entry; communicates with paralegals in other Licensing Section offices regarding case transfers between offices and to maintain consistency in procedures throughout the entire section; accurately enters transactions in ProLaw to account for all time worked.
- 15% Prepares and organizes final case packets for presentation to the assigned attorney, which contain the original and necessary copies of all pleadings, an evidence summary, and a synopsis of problems or unique features involved so that an attorney can immediately file any required pleadings with no additional review on their part.
- 15% Analyzing and evaluating investigative files submitted by client agencies for appropriate legal action by assigned attorney, including reviewing statute of limitations issues, obtaining necessary information and evidence to correct defects in the investigative files.
- 10% Performs routine legal research by researching case law, statutes, regulations, procedures and related state and federal laws.
- 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 Legal Assistants, as requested; attends section meetings; effectively uses video-conferencing and other work-related technology.

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 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.

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Employee's Signature & Date

Supervisor's Signature & Date

Typed or Printed Name

Typed or Printed Name