

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
FALSE CLAIMS UNIT
CORPORATE FRAUD SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Senior Legal Analyst

STATEMENT OF DUTIES: The Senior Legal Analyst (SLA) independently performs a wide variety of the most challenging and complex paralegal duties and provides legal analytical support to an attorney or litigation team during the investigation and prosecution of False Claims cases.

SUPERVISION RECEIVED: Under the direction of the Supervising Deputy Attorney General. May receive direction from the False Claims Deputy Attorneys General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal up to six to eight hours a day. Incumbent may be required to travel both within the state or out of state. Incumbent must have the ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: Enclosed interior or exterior office or a partitioned cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 30% Analyzes evidence linking issues, facts, witnesses, and documents in preparation for depositions, settlement negotiations, or trial. Summarizes interview or deposition transcripts and links facts and issues to transcripts. Conducts issue searches in electronic transcript databases and runs reports on findings.

- 30% Independently responsible for document management of large volumes of paper and electronic media for investigations and litigation. Leads team analyses to form strategies for managing investigative documents, discovery documents, and trial evidence for complex matters including establishing protocols for off-site document inspections, choosing a vendor, determining the best software and databases to utilize, and troubleshooting software and database problems in consultation with the Law Practice Support Section. Designs or redesigns electronic production logs to ensure that quality control and evidentiary standards are met.

- 20% Independently performs legal research and analysis of case law, statutes, court rules, and pending legislation utilizing LexisNexis, the law library, the Internet, and Intranet sources. Gathers and analyzes documents for calendaring purposes, researches court rules and civil procedure for changes, and enters appropriate dates into LegalEx program of ProLaw for actions required by team.

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- 10% Analyzes complaints and performs factual research regarding whether state or local government funds may be involved. Utilizes legal research applications such as LexisNexis or WestLaw to perform public record searches to locate and obtain information on persons, businesses, personal property, real property, licenses, assets, and parent companies. Utilizes news services for factual research. Interviews witnesses from state or federal departments and agencies as well as the public to collect evidence. Performs analysis of findings and prepares memoranda outlining research.
- 5% Arranges for and/or prepares demonstrative evidence for mediation or trial and coordinates trial presentations with the court. Participates as a team member in the organization and preparation of trial exhibits. Troubleshoots during trial including problems locating paper and electronic documents and other issues that arise.
- 5% Arranges for and conducts training of legal secretaries, AGPAs, Legal Analysts, and Deputy Attorneys General on electronic software and databases relating to document management and analyses. Serves as a document management consultant to attorneys and other team members (paralegals, analysts, auditors, consultants and experts), and Department of Justice employees.

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date