

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

NAME: Vacant
CLASSIFICATION: Senior Legal Analyst

STATEMENT OF DUTIES: Under the direction of a False Claims Deputy Attorney General Supervisor, the Senior Legal Analyst (SLA) independently performs a wide variety of the most challenging and complex paralegal duties. The SLA provides legal analytical support to an attorney or litigation team during the investigation and prosecution of False Claims cases. May receive direction from False Claims Deputy Attorneys General.

SUPERVISION RECEIVED: Under the direction of the Deputy Attorney General Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal, while performing research and other duties up to eight hours a day. Ability to lift, carry, or move up to 25 pounds. Travel within the state and out of state may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, a partitioned cubicle or similar workspace in a high-rise building and 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 and documents witness interviews. Conducts issue searches in electronic transcript databases and runs reports on findings. Develops and implements various strategies for case handling and direction; provides recommendations to management.
- 30% Independently responsible for document management of large volumes of paper and /or 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 Legal Support Operations. 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

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

and civil procedure for changes, and enters appropriate dates into LegalEx program of ProLaw for actions required by team.

- 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, analysts, 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. Provides assistance to other paralegal or analytical staff, including providing back-up assistance in times of absence, or as needed.

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.

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

Printed Name		Printed Name	
Senior Legal Analyst	Date	Supervisor	Date

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

NAME: Vacant
CLASSIFICATION: Legal Analyst

STATEMENT OF DUTIES: Under the general supervision of the False Claims Deputy Attorney General Supervisor, the Legal Analyst performs responsible and varied litigation support duties for difficult and complex litigation cases and investigations. May receive direction from False Claims Deputy Attorneys General.

SUPERVISION RECEIVED: Under the general supervision of the Deputy Attorney General Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal, while performing research and other duties up to eight hours a day. Ability to lift, carry, or move up to 25 pounds. Travel within the state and out of state may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, a partitioned cubicle or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 50% Assists Deputy Attorneys General in preparing for and participating in false claims actions including investigations, discovery, trials, hearings, settlement conferences and meetings. Duties include document management of voluminous cases with litigation support software and consultation and coordination with the Legal Support Operations.
- 35% Summarizes depositions and other key documents; conducts legal and factual research; prepares exhibits and documents for trial, deposition or hearing; performs document review; analyzes data and evidence; compiles reports, and determines actions and alternatives to challenges associated with false claims workload.
- 10% Participates in the development of strategies and approaches to cases; assists in selection of expert/consultant witnesses; assist in interviewing and preparing witnesses for trial, deposition and/or hearing.
- 5% Independently gathers data and prepares reports for the Deputy Attorney General Supervisor's signature. Provides assistance to other paralegal or analytical staff, including providing back-up assistance in times of absence, or as needed.

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

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.

Printed Name
Legal Analyst

Date

Printed Name
Supervisor

Date