

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF LEGAL SUPPORT SERVICES
CASE MANAGEMENT SECTION**

NAME: (Vacant)

POSITION #: 420-054-5402-xxx

CLASSIFICATION: Analyst III

WORKING TITLE: Legal Records Retention Administrator

STATEMENT OF DUTIES: The Analyst III serves as the Legal Records Retention Administrator (LRRRA) in the Office of Legal Support Services - Case Management Section (CMS) and will serve as the main point of contact for sensitive legal records retention policies, procedures, and best practices. The LRRRA independently, or in a project lead capacity, organizes and conducts a wide range of research to ensure data integrity in accordance with the Office of Attorney General's mandates.

The LRRRA facilitates strategy, coordinates policy, and governs practices that align the legal records retention with the Attorney General's Office (AGO) mandates, legal division record retention schedules and Office of General Counsel (OGC) objectives. The LRRRA independently analyzes and audits complex data within ProLaw to ensure data integrity in accordance with DOJ's Administrative Manual, Division Records Retention Schedules (RRS), and the Department of Justice Records Management Coordinator's (DOJPMC) requirements.

The LRRRA should be knowledgeable of the Office of the Attorney General's 40+ legal practice areas including its policies and procedures, as well as the wide range of legal support services provided to the legal enterprise. The LRRRA works closely with Docketing, Legal Divisions, CMS Quality Control and Data Integrity Team (CMSQC), Legal Support Services (LSS) and the DOJPMC.

SUPERVISION RECEIVED: Under the general direction of the Supervisor II.

SUPERVISION EXERCISED: May act as team lead. Functions as a specialized expert in a difficult and sensitive program development, policy, or coordination position.

TYPICAL PHYSICAL DEMANDS: Ability to lift/move up to twenty-five pounds. May be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction-free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work. When in office, the office or cubicle is in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40%** Serve as the Legal Records Retention Administrator and liaise with each division's designated Records Management Assistant Coordinator (RMAC), Legal Division Managers (LDM), Docketing Units, LSS and the DOJRMC to ensure compliance with the state mandates, regulations, State Administrative Manual, DOJ Manual, and division/unit RRS. Identifies risks pertaining to record retention and provides recommended solutions to records management policy. Identify potential impacts to current procedures for the records management policy and determines the need for additional processes, which can include application change that may significantly affect the legal enterprise and its clients.
- 20%** Extract and analyze data related to program workflow and achievement of program, and objectives utilizing statistical, database, Excel spreadsheets, Cognos, and Structured Query Language (SQL) Reporting Services software. Coordinate staff work necessary to develop or revise business rules, quality improvement processes, and data systems. Validate data for correctness, completeness, and consistency with AGO guidelines, and follow-up on data discrepancies. Identify issues and develop quality control measures required to locate and correct inaccurate data. Review and resolve questions from staff (RMAC, LDM, Docketing, LSS, DOJRMC) related to erroneous data. Work with staff (RMAC, LDM, Docketing, LSS, DOJRMC) to establish standards, systems, and procedures to inspect and report issues. Review ProLaw and/or associated interfaces business requirements and add content as necessary. Identify and leverage opportunities to improve the quality of data. Actively engage in audit and quality control procedures as necessary. Develop and share analytic files, reports, and web-based reporting platforms with staff and management using Excel, Cognos, and SQL Server Reporting Services. Consult with LDMs, records managers, and law practice section representatives to identify opportunities for process improvement.
- 15%** Review records held by the Secretary of State's Office at the State Records Center (SRC) that have met retention, on a quarterly basis. Work with Senior Assistant Attorneys General (SAAG) and RMACs to determine if records can be destroyed should be held longer or returned to agency for further review. Work with Docketing and RMACs to locate missing records and return to appropriate program/contact.
- 5%** Review records held by the AGO at the Pacific Storage Center (PSC) that have met required retention, on a quarterly basis. Develop a plan for future reviews that will utilize ProLaw data to determine which records should be reviewed for possible destruction.
- 5%** Create/amend current policy and procedures regarding the digitization of physical records into ProLaw, as advised by OGC to ensure accuracy and completeness of scans. Authenticate records reported purged and/or digitized.
- 5%** Provide end-of-year reports to DOJRMC regarding destruction of records that were not a part of the SRC or PSC quarterly reviews.
- 5%** Review proposed division RRSs to determine how they will affect current and future

records within the ProLaw system. Make suggestions on how to improve efficiency of RRSs.

MARGINAL FUNCTIONS:

5% Review and approve Records Transfer Lists from Docketing prior to transfer to confirm completeness and accuracy. Perform other functions as required, including meetings and trainings.

☐ I have read and understand the essential function and typical physical demands required of the job and I am able to perform the essential functions with or without Reasonable Accommodation. (Refer to the Essential Functions Health Questionnaire, STD 910.)

☐ 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 Name (Print)

Supervisor's Name (Print)

Employee's Signature

Date

Supervisor's Signature

Date