



Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

DUTY STATEMENT
Senior Legal Analyst
Legislative Services Branch

Under the general supervision of the Assistant Chief Counsel of the Legislative Services Branch (LSB), the Senior Legal Analyst is responsible for performing high-level paralegal support to attorneys in this branch, and other related work. The Senior Legal Analyst performs the most difficult and complex paralegal duties which are analytical in nature, and also provides consultative services to management and others. The Senior Legal Analyst manages a challenging workload, and produces the highest quality work product, sometimes under tight deadlines. The Senior Legal Analyst exercises a high degree of independence and works under the general direction of attorneys, who have ultimate professional responsibility for the work.

Classification: Senior Legal Analyst

Working Title: Litigation Paralegal

Supervision Received: Reports directly to the Assistant Chief Counsel in LSB who provides general supervision. Supervision may also be given by an Attorney Supervisor in LSB for specific duties or assignments. The principal providing supervision shall accept full responsibility for the tasks performed.

Typical Physical Demands and Working Conditions: Typical cubicle or office environment. Use of computer and phone systems, standing or bending to file documents, and copy machine use. Travel may be required between OLC's office buildings or as needed to perform assigned duties.

Hours: Standard business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding state holidays. The analyst is expected to be available during those standard business hours. Occasional overtime may be required during certain times of the year.

% of Time* **Duties Performed**

50%	Provides advanced litigation support to legal staff for litigation matters, including the preparation and filing of all manner of trial court pleadings, motions, discovery, and appellate court briefs. Independently reviews and analyzes documents. Researches and analyzes court rules and provisions of the Code of Civil Procedure to determine and make recommendations to attorneys regarding filing requirements and deadlines. Effects service of pleadings and other documents on other parties and prepares and executes proofs of service. Calendars hearing dates and other litigation deadlines. Accesses and obtains copies, as requested, of filings in court and administrative proceedings. Assists with
-----	---

preparation of litigation status reports. Maintains litigation databases. Organizes and manages litigation case files.

25% Reviews, analyzes, and evaluates requests for records submitted under the Legislative Open Records Act (LORA) and the California Public Records Act (CPRA). Reviews responsive records, makes redactions as necessary, and prepares letters responding to requests. Manages records act database, tracks requests received and records furnished, and provides regular updates on the status of requests.

25% Conducts other complex legal and legislative research, independently or under oversight from attorneys performs special projects as assigned, and performs other duties as required, in accordance with the scope and level of responsibility of the analytical paralegal class of Senior Legal Analyst.

*The percentage of time devoted to each task will vary depending on the time of year and the needs of the office.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

- Knowledge of: (a) the areas of the law handled by LSB, (b) court and administrative agency practices and procedures, and (c) the Office of Legislative Counsel and Legal Branch 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 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.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.

Employee Signature

Date