

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CHARITABLE TRUSTS SECTION
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Legal Analyst

STATEMENT OF DUTIES: The Attorney General through the Charitable Trusts Section regulates charities, charitable trusts, and the professional fundraisers who solicit on their behalf. The Charitable Trusts Section investigates and brings legal actions to enforce registration and reporting requirements, recover charitable assets, address violations of corporate governance, and to protect the public from fraudulent or abusive fundraising practices. Legal Analyst duties include assisting attorneys in investigations, discovery, trial preparations and trials, and administrative enforcement actions; and updating and maintaining indices and databases related to charitable trust supervision and enforcement.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor and the Senior Assistant Attorney General in the Charitable Trusts Section. The Legal Analyst may receive assignments from the Charitable Trusts Section legal staff.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. May be required to lift up to 25 pounds in weight. May be required to travel to conduct witness interviews, participate in investigative and litigation-related operations, and attend meetings.

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:

60% Investigations and Litigation. Assist in investigations, civil litigation and administrative enforcement cases. Read and analyze written complaints and other documents, conduct fact and legal research, obtain public records and documents. Consult with and make recommendations to attorneys. Develop, coordinate, and implement procedures to organize documents and information. Coordinate the production of documents and the receipt, maintenance, and review of document productions. Maintain and analyze documents for use as evidence in court and administrative hearings. Use software, document management, and litigation support programs including Word, Excel, Lexis, Westlaw, Concordance, and Casemap. Communicate, both orally and in writing, with complainants, witnesses, consultants, experts, government agency staff, Registry of Charities and Fundraisers staff, auditors, and attorneys. Interview witnesses and prepare draft declarations. Develop, maintain and analyze witness and exhibit lists. Conduct witness interviews and draft memoranda and correspondence. Assist attorneys with the selection and preparation of witnesses. Assist with research and drafting documents. Attend meetings, hearings, settlement conferences, and possibly testify at trial.

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- 30% Undocketed Notices and Logs. Maintain and update electronic logs and indices of case information and pleadings using the Attorney General's document management program, Excel and Casemap. Regularly review and analyze probate pleadings, correspondence, and other documents served on the Attorney General to determine impact on charitable assets and need for Attorney General involvement. Identify and research dockets and proceedings using Lexis, Westlaw and court websites. Communicate with private and public attorneys, corporate officers and directors, and trustees to gather information and documents or obtain clarification of legal positions. Make recommendations to the Supervising Deputy Attorney General and other legal staff concerning course of action regarding probate and trust matters.
- 5% Assist with special projects as assigned by the Senior Assistant Attorney General or the Supervising Deputy Attorney General concerning charitable trust issues and policies.
- 5% Assist with legislation or regulations concerning the supervision of charities or charity fundraisers or other charitable trust issues.

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
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date