**DEPARTMENT OF JUSTICE**
**DIVISION OF ADMINISTRATIVE SERVICES**
**LEGAL SUPPORT SERVICES**
**LEGAL SUPPORT OPERATIONS**
**SACRAMENTO – DUTY STATEMENT**

**NAME:**
**JOB TITLE**: Analyst II
**WORKING TITLE:** Senior Legal Specialist
**POSITION NUMBER:** 420-031-5393-901

**STATEMENT OF DUTIES:** Under the direction and supervision of a Supervisor I, the Analyst II performs a variety of complex tasks, either independently or in a team setting as a legal specialist. The Senior Legal Specialist supports and maintains Legal Support Operations (LSO) clerical and legal secretarial staff in conjunction with the office's case management and professional development sections. The incumbent will be highly analytical and focus on the day-to-day training in support of the LSO staff, as well as mentoring and problem-solving, time management, and team skills. The incumbent will develop and reinforce training and create programs that will enable staff to gain a solid understanding of the material and performance expectations within LSO. The position will provide on-the-job mentoring, develop curriculum, and train LSO clerical/secretarial staff in legal processes. The Analyst II learns new systems of technology and interprets, analyzes, and presents information effectively, both orally and in writing. The incumbent will provide management with feedback regarding the development and progress of the training and remain up-to-date with the clerical/secretarial training provided by the Office of Professional Development (OPD) and Case Management Section (CMS).

**SUPERVISION RECEIVED:** Under the general direction of the Supervisor I.

**SUPERVISION EXERCISED:** None but may serve as team lead over lower level staff for designated projects.

**TYPICAL PHYSICAL DEMANDS & WORKING CONDITIONS:** Analyst may be required to sit at a computer terminal while performing research, training and other duties up to eight hours per day; may be required to travel locally and with the state; and should have the ability to lift boxes weighing up to 25 pounds.

**ESSENTIAL FUNCTIONS:**

**50%** Conduct ongoing mentoring and one-on-one training as specialized, technical, and extended support to the general legal secretarial training provided by various training units (i.e., OPD, CMS). Provide advice and assistance to Legal Secretaries by troubleshooting technical and legal document issues, including document conversion and/or corruption issues, use of judicial council forms, and legal document assembly and formatting applications (Word, Legal MacPac, Best Authority). Establish goals, objectives, and expectations for the training of Legal Secretaries. Develop and conduct the most complex training needs assessments utilizing both formal and informal methods (interviews, surveys, course evaluations, etc.) Recommend course and resource needs

based on assessments; researches, develops, implement, and evaluate training courses and resources; create and maintain course curriculum and materials; provide ongoing consultation and feedback to division managers and supervisors regarding training and development needs for LSO staff. Attend other training classes to identify new ideas and modern approaches to learning; implement innovative learning solutions and explore opportunities to improve existing courses.

**25%** Develop instructions, procedures, guides, and/or cheat sheets for ongoing reference support. Prepare and maintain Standard Operating Procedures for LSO training processes. Prepare a wide variety of curriculum to equip staff with working knowledge of court structure and frequently handled legal documents, day-to-day support, mentoring, and on-the-job training to novice Legal Secretaries, Senior Legal Typists, Business Services Assistants, Office Assistants, Office Technicians, and Seasonal Clerks.

Research, study and acquire the knowledge needed to develop curriculum and conduct training for specialized software programs (i.e., CaseMap, Visio, FileMakerPro), including transcription equipment, used by various LSO staff. Consult with legal support supervisors, deputies, and court personnel to secure, verify and interpret document format and court filing requirements, thereby incorporating into work processes and training programs. Disseminate information and educate legal support staff on new procedures.

**15%** Serves as a Subject Matter expert and may act as a lead in LSO training projects. Provide ongoing guidance and extended support with ProLaw application, Word, HotDocs, Best Authority, Excel, WestLaw Court Calendaring Rules, Outlook and CalATERS. Identifying areas of improvement with task managing, prioritizing, and staying task focused.

**5%** Attend Legal Support Supervisors' and Office Manager meetings. Participate in regular scheduled meetings to discuss clerical and legal secretarial issues relevant to training/mentoring and report on issues/projects.

**MARGINAL FUNCTIONS:**

**5%** Provides back-up assistants in the absence of the other legal specialist trainers.

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*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.

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Employee's Signature Date

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Supervisor's Signature Date

**DEPARTMENT OF JUSTICE**
**DIVISION OF ADMINISTRATIVE SERVICES**
**LEGAL SUPPORT SERVICES**
**LEGAL SUPPORT OPERATIONS**
**SACRAMENTO– DUTY STATEMENT**

**NAME:**
**JOB TITLE:** Analyst I
**WORKING TITLE**: Legal Specialist
**POSITION NUMBER:** 420-031-5157-

**STATEMENT OF DUTIES:** Under the direction and supervision of a Supervisor I, the Analyst I performs a variety of analytical work, either independently, or in a team setting as a legal specialist. The Analyst I supports and maintains Legal Support Operations (LSO) clerical and legal secretarial staff in conjunction with the office's case management and professional development sections. The Analyst will focus on the day-to-day training in support of the LSO staff, as well as mentoring and problem-solving, time management, and team skills. The position will provide on-the-job mentoring curriculum and train LSO clerical/secretarial staff in legal processes. The Analyst must have the ability to proficiently learn new systems of technology and interpret, analyze, and present ideas and information effectively, both orally and in writing. The Analyst will provide management with analysis in the development and monitoring of the training and remain up-to-date with the clerical/secretarial training provided by the Office of Professional Development (OPD) and Case Management Section (CMS).

The Analyst will perform highly analytical duties and use proficient knowledge of the ProLaw application, Word, HotDocs, Best Authority, Excel, WestLaw Court Calendaring Rules, Outlook and CalATERS.

**SUPERVISION RECEIVED:** Under the general supervision of the Suprvisor I.

**SUPERVISION EXERCISED:** None but may serve as team leader over lower level staff for designated projects.

**TYPICAL WORKING CONDITIONS**: In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation.

**HYBRID TELEWORK POSITIONS**: 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. May be required to report to the HQ office periodically for operational needs.

## ESSENTIAL FUNCTIONS:

**45%** Provide extended support as directed by Analyst II with ongoing mentoring and one-on-one training as specialized, technical, and extended support to the general legal secretarial training provided by various training units (i.e., OPD, CMS). Provide follow-up and guidance to Legal Secretaries with technical and legal document issues, including document conversion and/or corruption issues, use of judicial council forms, and legal document assembly and formatting applications (Word, Outlook, HotDocs, Excel, Legal MacPac, Best Authority). Acquire the knowledge needed to develop curriculum and assist with training for specialized software programs (i.e., CaseMap, Visio, FileMakerPro, ProLaw, Westlaw Court Calendaring Rules, and CalATERS). Identify areas of improvement with task managing, prioritizing, and staying task focus.

Assist with fostering established goals, objectives, and expectations for the training of Legal Secretaries. Monitor and provide input with complex training needs assessments utilizing both formal and informal methods (interviews, surveys, course evaluations, etc.) Recommend course and resource needs based on assessments; researches, develops, implement, and evaluate training courses and resources; create and maintain course curriculum and materials; provide ongoing consultation and feedback to division managers and supervisors regarding training and development needs for LSO staff. Attend other training classes to identify new ideas and modem approaches to learning; implement innovative learning solutions and explore opportunities to improve existing course.

**30%** Prepare a wide variety of legal documents assisting the Senior Legal Typists and Legal Secretaries in their work supporting the law practice of the Attorney General's office. The Legal Specialist will provide training on civil procedures fundamentals, mentoring, and use of electronic portals (i.e., CM/ECF, Odyssey eFile, One Legal, File & ServeXpress, TrueFiling, and OAH) to manage electronic filing and electronic process serving needs. The Legal Specialist will equip staff with working knowledge of court structure; frequently handled legal documents; day-to-day support; mentoring; and on-the-job training to Office Technicians, Senior Legal Typists, novice Legal Secretaries, and lower classification staff.

Assist with the use of judicial council forms and legal document assembly applications; mark and generate table of authorities; prepare and process documents for filing in California and federal courts; prepare declarations of service; verify case citations and quoted text; and electronic filing of legal documents.

**10%** Serve as Career Counselor, Exit Coordinator, as well as Liaison between LSO and LSS, TAC, OPD, and CMS. Consult with supervisors, legal staff, and court personnel to secure, verify and interpret document format and court filing requirements and incorporate into work processes and training programs. Disseminate information and educate legal support staff on new procedures.

**10%** Attend Legal Support Supervisors' and Office Manager meetings. Conduct regular scheduled meetings to discuss Senior Legal Typists and Legal Secretarial issues

relevant to training, and report on issues/projects. Might represent DOJ/LSO at events and job fairs for recruitment purpose.

**MARGINAL FUNCTIONS:**

**5%** Provides back-up assistance in the absence of the other legal specialist trainers.

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**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.

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Employee's Signature Date Supervisor's Signature Date