DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CONSUMER PROTECTION SECTION
DUTY STATEMENT

NAME:
CLASSIFICATION: Senior Legal Analyst

STATEMENT OF DUTIES: The Consumer Protection Section investigates and prosecutes violations of laws prohibiting false advertising and other forms of unlawful, unfair or deceptive business practices. The section seeks injunctions, civil penalties, restitution to consumers, and other relief. The Senior Legal Analyst independently performs a wide variety of the most responsible, varied and complex duties. The Senior Legal Analyst works with substantial independence under minimal supervision, and is required to accept a high degree of personal responsibility and initiative. Duties include, but are not limited to, litigation document management and analysis; assisting attorneys with the preparation of cases including the preparation of draft pleadings and other legal documents; consulting with attorneys and consultants in support of litigation; interviewing witnesses and preparing draft declarations; reviewing and analyzing consumer complaints; evaluating information regarding unlawful and unfair practices; conducting complex analyses on consumer and industry practices and trends; coordinating and discussing with the Senior Assistant Attorney General in charge of the Consumer Protection Section and section attorneys about possible solutions to consumer problems; conducting a variety of research projects, including legal research; and other duties as assigned.

SUPERVISION RECEIVED: Under the direction of the Senior Assistant Attorney General in the Consumer Protection Section, and/or a Supervising Deputy Attorney General, as designated by the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May sit at a computer terminal while performing research, analyses, communicating with deputies and other personnel in the Attorney General's office and with law enforcement agencies and performing other duties for various periods of time up to 6 to 9 hours per day. May occasionally lift files or laptop computers up to 25 lbs. May need to travel by car or plane to conduct witness interviews, participate in surveillance and undercover operations, and attend meetings.

TYPICAL WORKING CONDITIONS: Enclosed windowed office, interior office or proportioned cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% In a lead capacity in the section's most complex cases, develop, coordinate, and implement systems to organize documents in investigations and litigated cases, both manually and by creating a database. Analyze documents for use as evidence in trial. Communicate analysis to attorney, both orally and in written form. Interview consumers and prepare draft declarations. Develop, maintain and analyze consumer lists for possible trial witness selection. Conduct and document witness interviews. Assist attorneys with selection and preparation of expert witnesses; consult with attorneys and consultants in

support of litigation. Assist in preparation of cases, including legal research and drafting documents. Testify at trial.

30% Independently analyze complex issue areas for violations of consumer laws, conduct independent studies, conduct and document witness interviews, participate in surveillance and undercover operations, conduct factual and legal research, obtain public records and other documents, maintain chain of evidence, manage document productions, review and analyze documents and other information and evidence, explore remedies to problems, evaluate alternative ideas, formulate a responsive solution, and decide on and present proposals on matters affecting areas such as privacy, telemarketing, telecommunications, seller assisted marketing plans, seller of travel, senior citizen consumer problems, e-commerce, credit (including credit repair), housing, finance, investment, automotive rentals/sales/repairs, retail sales and practices, advertising, multi-state issues such as nutrition, health care, advertising, retail sales, warranties, etc.

15% Independently develop methods for analyzing, maintaining, and improving programs, processes and procedures and recommend and implement related changes. Develop, monitor, and analyze information gathering and document handling systems. Prepare reports and present analyses in both oral and written forms.

5% Represent the Department on task forces, at meetings, and on special projects.

5% Coordinate and maintain communication with federal, state, local, and foreign law enforcement agencies and consumer organizations.

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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_____	_____
Name Date	Name Date
Senior Legal Analyst	Supervising Deputy Attorney General