

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
BUSINESS LITIGATION SECTION
DUTY STATEMENT**

JOB TITLE/CLASSIFICATION: Associate Governmental Program Analyst

STATEMENT OF DUTIES: The Business Litigation Section represents a variety of state agencies in civil litigation and advice matters. The section protects the constitutional and statutory authority of the state's four taxing agencies to assess and collect state revenue, and also protects the constitutional and statutory authority of state agencies that regulate financial sector businesses, including insurance, financial services, and real estate. The Associate Governmental Program Analyst independently performs complex planning, analytical, and technical work required to support the functions and mission of the section. The incumbent researches and recommends a plan of action, and upon approval, implements the plan of action. Duties are performed in a professional and independent manner with a high degree of analytical, project management, legal research, and case management skills. Duties require a high level of flexibility and versatility, effective analytical skills, research skills, writing skills, communication and collaboration skills, organizational ability, and knowledge of and familiarity with applications commonly used in law offices and for case, documents, and project management, including Excel.

SUPERVISION RECEIVED: Under the direction of the Senior Assistant Attorney General, a Supervising Deputy Attorney General or, for specific assignments, may receive direction from a Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing duties up to eight hours a day. May be required to travel statewide to client locations, Attorney General offices, offices of other counsel, courts, and similar locations; and more rarely, nationwide, when necessary to assist at a trial, hearing, or deposition. Ability to lift up to 25 pounds.

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

ESSENTIAL FUNCTIONS

45% Provides complex litigation planning and support to a team of attorneys in large litigation matters, from the beginning of case through trial and appeal. Consults with clients, in-house and outside document management and review organizations, and case management operations to plan and create case-specific systems for indexing and managing discovery and case documents for easy retrieval as needed, as well as for calendaring, and for regularly reevaluating and updating those systems. Trains attorneys and staff in the use of case-specific systems and monitoring for compliance. Prepares

document review and production plan in consultation with attorneys.

- 30% Provides support to attorneys by interviewing witnesses and participating in investigations; searching court records for documents; researching and interviewing experts; drafting discovery requests and responses; drafting correspondence; reviewing documents and marking for privilege; creating privilege logs; preparing documents and logs for production. In specific cases, may assist with expert and other contracting process, review and payment by preparing documents for approval, prepares fiscal monitoring projections, provides ongoing analysis of expenditures, and liaises with contract unit. In specific cases, serves as liaison with Civil Executive; communicates and provides justification for purchases, excess lodging requests, out of state travel requests, and mandated reports.
- 15% Prepares and assists in depositions; conducts legal research on assigned issues; prepares documents for hearing and trial; as a member of the trial team, assists the deputy during trial, prepares witnesses, and communicates with court administrative staff. Drafts legal pleadings, such as discovery motions, motions for continuance, motions in limine, proposed orders, stipulations, and cost bills; may prepare record on appeal. Proofreads legal documents and cite-checks them for proper citation format. Solicits and provides updates to clients and supervisors for pending litigation matters.
- 10% Performs special short-term and long-term assignments as assigned by a Supervising Deputy Attorney General or the Senior Assistant Attorney General.

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

Employee's Name

Employee's Signature
Date

Supervisor's Name

Supervisor's Signature
Date