



Office of the State Public Defender
Position Duty Statement
 HR- 5237 (05/2024)

Proposed

Classification Title Legal Analyst		Department Office of the State Public Defender (OSPD)	
Working Title Caseworker		Office/Unit/Section/Geographic Location Sacramento/Oakland	
Position Number 426-015-5237-XXX		Name and Effective Date	
WWG: 2	CBID: R01	Tenure: P	Time Base: FT

General Statement: Under the general supervision of the Staff Services Manager I and the direct case-related supervision of an OSPD Attorney, the Legal Analyst works collaboratively with a team of attorneys and caseworkers to provide paralegal support in capital appeals, non-capital appeals, habeas corpus proceedings, amicus briefing, systemic claims, and other matters in the California Supreme Court, the District Courts of Appeal, and the Superior Courts of California. The Legal Analyst supports the production of briefs of the highest caliber, develops and files preservation motions in the Superior Courts of California, maintains the integrity of an intricate document management system, maintains client confidentiality, and sensitively communicates with clients. The Legal Analyst may travel to superior courts, county public defender offices, and California State Prisons. Travel is required 10% of the time.

Specific Tasks [Essential (E) / Marginal (M) Functions]

45% (E) Maintains electronic and hard copy case files; analyzes citations in pleadings to verify the accuracy of cited authorities and ensures citation format complies with California Style Manual (CSM) or the Bluebook citation style; researches, analyzes, and applies appropriate court rules to file and serve in accordance with applicable laws and court rules; analyzes pleadings to ensure content accuracy and formatting compliance with applicable laws and court rules; analyzes collects, locates, and indexes case-related information and material; facilitates attorney/client legal visits and confidential legal calls by researching institutional policies and procedures and applying them to coordinate with the institution; collects and analyzes information, records, and resources concerning clients' custody and health-related issues and researches to recommend solutions; analyzing case material to determine deadlines and filing dates, and utilizes a calendaring system to coordinate and track deadlines and filing dates.

(E) Assists in the development of preservation motions by drafting, proofreading, formatting, filing, and serving preservation motions in accordance with applicable laws and court rules; analyzing case files materials to identify materials to be preserved and agencies in possession of materials to be preserved; developing a method of tracking and reporting case status on a recurring basis; analyzing recent decisions and legislation for applicability to the scope of preservation; participating in a preservation specific work group responsible for ensuring the model motion is up to date and compliant with applicable laws and rules.

45% Direct Appeals/Amicus Briefing: Duties include but are not limited to the following:
 (E) Reviews, indexes, and summarizes case transcripts; analyzes transcripts for completeness and develops tools to track progress and ensure accuracy of the record on

appeal; analyzes case material and utilizes word processing software to produce briefs, tables of contents, tables of authorities, draft documents including letters, applications for extensions of time, and status reports, to attorney specifications and in accordance with applicable laws and court rules; liaises with court personnel and other outside entities; reviews and analyzes court files and trial exhibits at the superior courts for accuracy and completeness of the record, and develops tools to track status; analyzes testimony and other documents to produce summaries and memoranda; analyzes case file material to identify records to preserve and agencies in possession of materials potentially relevant to habeas corpus proceedings to produce preservation motions and make recommendations to case team related to preservation proceedings; utilizes legal research methods and tools including print and digital resources, to conduct legal research to respond to defined legal questions identified by an attorney; analyzes case material and legal research to draft memorandums for case team review; attending and participating Moot Court Oral Arguments; complies pleading binders, exhibits, and other case material to prepare attorneys or case teams for court hearings and oral argument; may attend hearings with attorney or case team as needed.

Habeas Corpus Proceedings/Evidentiary Hearings: Duties include but are not limited to the following:

(E) Analyzes case file material to determine relevant records to be acquired related to clients' habeas corpus proceedings; analytically and methodically utilizes databases to locate witnesses and interviews witnesses to extract meaningful information related to clients' habeas corpus proceedings; creates and maintains case databases, inserts collected data, and analyzes data to determine client and case needs; accurately drafts declarations and ensures compliance with applicable laws and courts rules; utilizes print and digital resources to conduct topic-specific research including forensic science and mental health; prepares expert witnesses; analyzes clients' social history to create and maintain life chronology documents; summarizes testimony and other documents, and organizes and prepares exhibits for filing consistent with applicable laws and court rules.

- 5% (E) Participates in working group meetings according to assigned areas of law and/or client issues. Attends and participates in monthly legal analyst meetings. Assists Senior Legal Analyst with the presentation of training sessions for the unit. Arranges travel and processes travel claims for attorneys and other staff as needed. Visits correspond and converse with clients via telephone under the assigned attorney's supervision.
- 5% Other job-related duties and tasks as assigned.

Supervision Received

Reports directly to the Caseworker Supervisor (Staff Services Manager I). However, direction and assignments come from staff attorneys and may also come from a Senior Legal Analyst.

Supervision Exercised

None.

Administrative Responsibility

None.

Personal Contacts

Continuous contact with OSPD attorneys, management staff, and other OSPD employees, and regular contact with clients (generally housed at either San Quentin State Prison or Chowchilla State Prison), clerks of various county courts and the California Supreme Court, employees at prison institutions where OSPD clients are housed, and other government agencies. May also include personal contact with witnesses and out-of-state public and government agencies.

Actions and Consequences

Failure to adequately perform these duties could undermine OSPD's mission to provide high-quality representation to its clients.

Functional Requirements

This position is eligible for remote-centric telework, which includes a minimum of three remote workdays per week, but team coordination may require in-office work as needed and occasional travel. OSPD's offices daily. Business travel reimbursements consider an employee's designated Headquarters Location and primary residence. The policy may be subject to change by the California Department of Human Resources. All commute expenses to the headquartered location will be the responsibility of the incumbent. When in office, the incumbent utilizes typical office equipment such as, but not limited to, telecommunications equipment, computers, and photocopiers/scanners. Occasional transport of small office equipment.

Desired Qualifications

- Knowledge of legal research platforms, including Westlaw and Forecite.
- Knowledge of computer programs such as MS Office 365 Suite (i.e., Word, PowerPoint, OneDrive, Outlook, SharePoint, Teams, and Excel), Zoom, FileMaker Pro, Adobe, and Word Perfect.
- Knowledge of California Style Manual, The Bluebook, California criminal law practice and procedure, California appellate practice and procedure, California Rule of Court, and the Rule of the United States Supreme Court.
- Ability to meet scheduled and last-minute deadlines.
- Ability to work in a traditional office and virtual team environment.
- Ability to communicate, problem-solve, and manage time effectively.
- Ability to adapt to unpredictable changes in case priorities and assignments.
- Ability to utilize the California Style Manual and/or the Bluebook to correctly format citations in legal writing.
- Ability to develop and maintain good working relations with all levels of staff and with external agencies or court representatives.
- Ability to maintain confidentiality of privileged information in compliance with applicable laws.
- Ability to learn and use technology to support paralegal-related tasks, including the use of databases and electronic court filing systems.

- Ability to use computer programs and legal research platforms in an efficient and effective manner.

Special Personal Requirements:

- Strong analytical, communication, and organizational skills.
- Willingness to attend OSPD-provided training related to post-conviction appellate representation and technical skills to support the work (e.g., SharePoint, Word, Cal Style Manual, etc.)

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the supervisor).

Printed Name

Employee Signature

Date

I certify that this duty statement represents the current and accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Printed Name

Supervisor Signature

Date