



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER
Legal		Legal Analyst	326-430-5237-002
UNIT/PROGRAM/SECTION		WORKING TITLE	CBID
			R01
INCUMBENT		REPORTING LOCATION	IMMEDIATE SUPERVISOR
			Salina Powell
POSITION DESCRIPTION			
Under the general supervision and direction of a Legal Support Manager, the Legal Analyst acts as a paralegal for the Legal Division, performing high-level litigation and investigation support. Duties of the Legal Analyst include, but are not limited to, the following:			
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
30%	Prepares draft discovery requests/responses, including summaries of deposition transcripts, timelines, and indexes of discovery responses in accordance with attorney guidance. Receives, logs, manages, reviews, and indexes productions of documents received in discovery or obtained during investigations. Drafts legal pleadings including but not limited to motions, briefs, notices, civil complaints, petitions to compel, orders, and declarations. Assists in preparing complex/voluminous document sets for court filings and/or service.		
25%	Performs detailed legal research using resources such as codes, statutes, practice manuals, internet, and Westlaw to assist attorneys. Conducts public records searches to identify business entity names, corporate structures, and the names and locations of key individuals in cases. Prepares responses and productions to third party subpoenas served on the department.		
20%	Assists with creating and maintaining trial exhibits and binders. Prepares subpoenas and coordinates service of process. Assists in trial and hearing preparation by coordinating witnesses' appearance, arrange and coordinate travel and accommodations for witness organizing and, general logistics and preparing jury instructions. Conducts witness interviews and prepares initial drafts of witness declarations. Occasional travel for trial preparation and courtroom trial support.		
15%	Assists and backs up legal secretaries: keeps litigation and investigation calendar deadlines updated, uploads documents and case information to the division's case and document management system(s). Handles inbound materials such as mail, deliveries, and personally served subpoenas. Acts as a liaison with court clerks, process servers and court reporters. Create tables of contents and tables of authorities. File and serve documents in compliance with statutory and local rules of court. Proofread and finalize documents before filing and service. Some travel may be required to file and serve documents.		
MARGINAL FUNCTIONS:			
%	TASK/DUTIES		
5%	Provide general legal support backup in the event colleagues are unavailable.		
5%	Special projects assigned by supervisor, Chief Counsel, Assistant Chief Counsels, and/or Legal Manager. Other duties as assigned.		



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TYPICAL WORKING CONDITIONS
<p>The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.</p> <ul style="list-style-type: none">• Requires daily use of a personal computer and related software applications at a workstation.• Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.• Requires prolonged use of a workstation for 6.5 to 7 hours per day.• Requires dependability and excellent attendance records.• Job may require occasional overtime and work after business hours.
DESIRABLE SKILLS AND QUALITIES:
<ul style="list-style-type: none">• Effective verbal and written communication skills.• Good judgment in handling confidential information.• Ability to effectively handle stress and work in a fast paced environment under tight deadlines.• Ability to learn quickly and conform to different rulesets and procedures.• Ability to analyze complex situations and problem solve.
TELEWORK DESIGNATION:
ADDITIONAL POSITION INFORMATION:
<p>WORKING CONDITIONS: The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.</p> <p>SUPERVISION RECEIVED: May receive direction from Legal Manager.</p> <p>SUPERVISION EXERCISED: None.</p> <p>ADMINISTRATIVE RESPONSIBILITY: None.</p> <p>PERSONAL CONTACTS: The Legal Analyst has daily contact with Departmental management and staff, complainants, respondents, legal representatives, control agency representatives, and the general public.</p> <p>ACTIONS AND CONSEQUENCES: Failure to use good judgment in handling sensitive and confidential information could result in violation of individual privacy rights, prejudice to CRD cases, and discredit to the Department.</p>
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>



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SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE