

## EDITED TASK LISTING

CLASSIFICATION: LEGAL ANALYST

**NOTE: Each position within this classification may perform some or all of these tasks.**

Task Statements	
1.	Analyzes case facts and documents as assigned by departmental attorney using an online law library (i.e., Westlaw), state and federal codes, case law, legislative history, departmental regulations, etc. as required
2.	Consults with other legal teams, internal management and other state agencies utilizing effective communication skills as applicable when delegated by the departmental attorney
3.	Performs preliminary evaluation of legislative bills and legal opinions to assist departmental attorney utilizing online resources and other state agency websites as directed
4.	Assists departmental attorney by preparing legal documents (e.g., drafts of pleadings, discovery, fact sheets etc.) utilizing research tools, state and federal codes, case law, legislative history, and departmental regulations, etc. as required
5.	Assists departmental attorney by preparing correspondence (e.g., memorandum, reports etc.) utilizing research tools, state and federal codes, case law, legislative history, and departmental regulations, etc. as required
6.	Assists departmental attorney in trial preparation by coordinating witnesses, processing subpoenas, summarizing depositions, organizing documents and exhibits, etc. by utilizing organizational skills and computer resources as required
7.	Interviews individuals, such as witnesses, complainants, and defendants, utilizing effective communication skills as directed by departmental attorney
8.	Independently organize exhibits and attachments using a labeling system or tab system as required
9.	Maintain current database (e.g., issue bank, decision bank and brief bank etc.) utilizing computer programs (i.e., ProLaw, Excel), and other organizational resources as needed
10.	Uses litigation support applications and standard office software including ProLaw, Computerized Calendaring, Word Perfect, Excel, Microsoft Word, Power Point, Group Wise or Outlook, basic transcript software and Internet
11.	Uses Personnel Computer (PC) or laptop and peripheral computer hardware devices such as jump drives, CDs, DVDs and digital scanners in order to accomplish tasks
12.	Access court websites including PACER and Judicial Counsel in order to obtain dockets or filed documents on as needed basis
13.	Research and apply local rules of court, California Rules of Court; California Civil Code of Procedure (CCP), and Federal Rules of Civil Procedure in order to determine compliance with statutes, regulations, department policies, and other reference materials
14.	<b>Prepares a pre-trial package that identifies all documents, witnesses, issues and defenses utilizing standard office supplies and organizational skills for use by attorney as required</b>
15.	Prioritize work assignments and in-basket material to ensure completion within established timeframes and by expected deadlines

*Tasks highlighted in bold text are not currently on the SPB classification specification*

## EDITED TASK LISTING

CLASSIFICATION: LEGAL ANALYST

**NOTE: Each position within this classification may perform some or all of these tasks.**

<b>Task Statements</b>	
16.	Determine appropriate course of action based on available data from variety of alternatives utilizing good judgment on a daily basis
17.	Proofread all work product (e.g., cite check, sheperdize etc.) to check for spelling, grammar, punctuation, proper legal citations and proper formatting utilizing a computer and various software on a daily basis
18.	Conducts legal and factual research and formulates conclusions or recommendations utilizing manual and electronic resources as required
19.	Develops training material and provides training to attorneys and other staff on departmental policy, procedures, litigation support software applications and technology as required
20.	Reviews transcripts and identifies legal issues using transcript software as needed
21.	Reviews documents and evidence to identify privilege legal/factual issues or relevance utilizing good judgment as directed by attorney
22.	Reviews client requests for legal service, identifies legal and factual issues and identifies potential problems utilizing good judgment as directed by attorney
23.	Work closely with departmental attorney to develop legal strategies and provides recommendations and proposals to client utilizing good judgment as directed by attorney
24.	Informs client of recommendations as directed by attorney utilizing communication skills
25.	Works closely with departmental attorney to develop and implement discovery plan utilizing legal resources and computer skills as directed
26.	Prepares legal documents into final form using the results of legal/factual research as directed by attorney
27.	Participates in investigative interviews, prepares drafts of interview questions, and summary of interview utilizing communication and writing skills as directed by attorney
28.	Assist departmental attorney in preparing witnesses for deposition or hearing utilizing communication skills as directed by attorney
29.	Review and categorize information provided by witnesses and/or expert witnesses to recommend a defense utilizing analytical skills as directed by attorney
30.	Maintain caseload statistics and prepares statistical reports utilizing computer database as instructed
31.	Review writs of habeas corpus submitted by petitioner in order to ensure compliance with court order utilizing analytical skills as directed by attorney
32.	Attends staff meetings to obtain current information as provided by supervisor on an as needed basis
33.	Attends weekly team meetings to discuss case assignments, and status in order to meet deadlines
34.	Attends hearings, depositions and settlement/negotiation meetings in order to assist the attorney with case material and note taking as required

*Tasks highlighted in bold text are not currently on the SPB classification specification*

## EDITED TASK LISTING

CLASSIFICATION: LEGAL ANALYST

**NOTE: Each position within this classification may perform some or all of these tasks.**

<b>Task Statements</b>	
35.	Prepares case logs, checklist, inventory, status and progress reports by utilizing the legal database in order to produce workload reports as directed by supervising attorney
36.	Communicates with the opposing counsel in order to verify dates, confirmation of faxes and correspondence utilizing effective communication skills and other departmental resources as applicable
37.	Communicates with client, state and federal courts, departmental agencies concerning hearing notices, court filings, facsimile filing, and court call utilizing standard office equipment as requested by departmental attorney