

**LEGAL ASSISTANT  
JOB ANALYSIS  
BACKGROUND INFORMATION**

**Date of Study:** JANUARY 21, 2010

**Collective Bargaining Identification:** R01

**Job Analysis Conducted By:** Revonna Roper, Selection Analyst  
Office of Workforce Planning and Selection

**Number of Incumbents:** There are 2 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated January 2010.