

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE LEGAL ANALYST	OFFICE/BRANCH/SECTION 42-LEGAL-SACRAMENTO	
WORKING TITLE PARALEGAL	POSITION NUMBER 701-001-5237-XXX	EFFECTIVE DATE 5/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

The Legal Analyst works as an assistant to an attorney for the Caltrans Legal Division including, but not limited to, the following areas of law, tort, construction arbitration, employment, eminent domain, environmental, real property, contract, and transportation. The Legal Analyst may be delegated difficult and complex paralegal duties which are analytical in nature.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Under the general supervision of an attorney who shall accept full responsibility for the tasks performed, the Legal Analyst (in the areas of civil litigation, administrative proceedings and transactional work):  Assists in investigations/research of legal issues, interviews witnesses and gathers documentation. Researches statutory and case law authority relating to specific issues. Drafts roughs of various pleadings (complaints, answers, motions, expert disclosures, etc.) and subpoenas for attorney review. Summarizes and categorizes deposition transcripts. Coordinates with experts for Independent Medical Exams, depositions and trial testimony.
35%	E	When delegated by the attorney: Assists in conducting and responding to discovery (Interrogatories, Production of Documents, Requests for Admissions, Deposition Notices, subpoenaed documents, etc.), interviews witnesses and gathers documentation. Assembles trial binders and exhibits for proceedings. Creates hardcopies and/or computerized systems for gathering, tracking and managing litigation information, discovery documents and/or other documents used by the Caltrans Legal Division. Assists in the presentation of materials outside of the Caltrans Legal Division. Special Requirement: Proficient in Microsoft Office 2013 (Outlook, Excel and Power Point) and Adobe Pro. Gain proficiency in the organization of the Caltrans divisions and databases.
15%	E	Researches statutory and regulatory authority. Monitors progress of legislation and regulations.
05%	E	When delegated by the attorney: May assist attorney in trials and/or administrative proceedings. Attends training and conferences with approval.
05%	M	Work with management and attorneys on other job related duties as required.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Basic legal concepts, terminology, principles and procedures; use of legal reference material; legal office management principles; and role of a paralegal staff in a legal office; a working knowledge of the California Court system;

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use of legal reference material; legal office management principles; Rules of Civil Procedure; Rules of Evidence; legal documents and similar materials. It is also highly desirable that the incumbent has an overall understanding of Caltrans' Legal Program's objectives, and priorities.

Ability to: Approach a problem by using a logical, systematic, sequential approach; use technology to simplify and streamline tasks; learn new technology techniques to enhance the job; listen to others and communicates in an effective manner; ensure that others involved in a project or effort are kept informed about developments and plans; recognize differences of opinion, bring them out into the open for discussion, and look for win-win solutions; use appropriate interpersonal styles and methods to reduce tension or conflict between two or more people/groups; create solutions to problems using novel methods and processes; identify and respond to current and future client needs; provide excellent service to internal and external clients; make critical and timely decisions in difficult or ambiguous situations; identify the information needed to clarify a situation and drawing out the information when others are reluctant to disclose it; responsibility for own work, including problems and issues; anticipate and prevent breaches in confidentiality and/or security; notice trends and develops plans to prepare for opportunities or problems; identify and propose solutions that benefit all parties involved in a situation; develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; function effectively when under pressure and maintain self-control in the face of hostility or provocation; communicate ideas, thoughts, and facts in writing.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Under the supervision of an attorney, routinely prepares and issues letters and memoranda and is responsible for these actions. Legal issues are discussed with the attorney in charge. All legal documents are signed by an attorney who is ultimately responsible for content. Inaccurate information provided in the communication may negatively impact a case or policy decision.

## PUBLIC AND INTERNAL CONTACTS

The incumbent must consult with all levels of staff in the Legal Division and other administrative programs; have a wide variety of contacts with court staff, judges, departmental staff, private industry, and other governmental agency representatives; and outside witnesses.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work appropriately and effectively under stress, manage complex and varied workload and meet deadlines. Must also work well with office professional and support staff, Department staff, general public and occasionally outside vendors. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative working relationships; ability to focus for long periods of time.

## WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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