

CITY OF FOLSOM

LEGAL ANALYST

DEFINITION

Under general supervision and reporting to the City Attorney, perform highly responsible administrative, analytical, and legal activities. Position must deal appropriately with sensitive and confidential material and information.

DISTINGUISHING CHARACTERISTICS

The legal analyst is a specialist level in the Management Analyst series. In this assignment, incumbents provide assistance to members of the public and other city employees at all levels in handling routine and/or minor legal matters. Incumbents also work on specialized projects that often times contain complex, difficult, and sensitive elements. This position requires the ability to work independently, establish priorities and exercise sound judgment.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Organize information for the City Attorney, Assistant City Attorney or Deputy City Attorney to assist in legal analysis.
- Assist in the drafting, analysis, and review of routine legal documents under attorney supervision.
- Review contracts for compliance with city requirements.
- Manage budgetary and fiscal activities within the department.
- Act as a liaison between the City Attorney, City staff, outside counsel, and/or the public as needed to gather information or respond to inquiries.
- Perform basic legal research into case law and statutory law.
- Utilize computer research databases and Internet resources.
- Utilize, create, or establish procedures to facilitate the organization, coordination, and retrieval of all documents.
- Perform and analyze substantive factual research and investigation to identify relevant information, locate potential witnesses, and provide factual support for case issues.
- Provide litigation support.
- Distill relevant information needed to support case issues.
- Assist with the preparation of discovery documents.
- Oversee and monitor the responses to Public Records Act requests.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Legal terminology.
- Forms and documents used in legal practices and litigation.
- Basic municipal law, structure and processes.
- English grammar, spelling, vocabulary, and punctuation.
- Calendaring requirements for legal practices.
- Most common word processing software.
- Westlaw research program.

Ability to:

- Analyze documents.
- Use independent judgment and show personal initiative.
- Develop understanding of city departments and outside agencies as necessary to assume responsibilities.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Maintain confidentiality of all project assignments and city legal issues.

Minimum Qualifications:

Experience:

Three (3) years of full-time paralegal experience in a legal office environment.

Continuing Education Requirement:

Incumbents assigned to the Legal Analyst class are required to certify completion of four hours of mandatory continuing legal education in legal ethics every three years. Every two years, all Legal Analysts are required to certify completion of four hours of mandatory continuing education in either general law or in a specialized area of law. All continuing education courses must meet the requirements of California Law, Business and Professions Code, Section 6070.

Desirable Qualifications:

An Associates of Arts degree in business or public administration, pre-law, government, or a closely related from an accredited college or university is required. A Bachelor’s degree is highly desirable.

Paralegal Certificate from an accredited school.

License, Certificate, Registration Requirements:

Some positions may require possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: