



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LEGAL ANALYST

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| Group-Section: Office of the General Counsel | FLSA Status: Non-Exempt Bargaining Unit: AFSCME | Salary Grade: 44 Job Code #: YA67 |
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JOB SUMMARY

This is the journey level position performing Legal Analyst job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and perform legal work under the direction and supervision of an active member of the State Bar of California.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Performs legal research; drafts and analyzes legal documents; interviews clients; gathers facts and retrieves information; collects, compiles, and utilizes technical information to make independent decisions and recommendations to the supervising attorney.
2. Assists in preparing responses to public records requests.
3. Prepares administrative documents, reports, board letters, and agreements. May review and recommend changes to policies and procedures.
4. May participate on projects, special assignments, committees and task forces.
5. May participate on a project team.
6. Performs other related Legal Analyst job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university, paralegal certificate from a paralegal training program approved by the American Bar Association or a U.S. Department of Education nationally recognized accrediting agency, and at least four years of paralegal experience; or a Juris Doctor or equivalent degree from an accredited law school and at least two years of relevant legal experience; or a Bachelor's degree from an accredited college or university, a signed declaration from an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years stating the person is qualified to perform paralegal tasks, and at least four years of paralegal experience.

Required Knowledge of: Court rules, legal concepts and terminology; legal research tools; applicable federal, state and local laws, codes, and regulations; and current office technology and equipment.

Required Skills and Abilities to: Read and comprehend statutes, court decisions, legal and technical documents; prepare legal documents; use legal research tools; think critically; negotiate; maintain confidentiality; perform analytical duties; recommend effective course of action; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.