

Title	Administrative / Legal Analyst
Levels	N/A
Division(s)	District Counsel / Administrative Services
Reports to	District Counsel / Administrative Services
FLSA	Non-exempt
Effective Date	January 24, 2008

PURPOSE

Under general performs legal and administrative research, analysis and review; reports findings and makes recommendations to District Counsel, Administrative Services and/or District Management; supports District Counsel in case preparation; supports District Counsel and Administration in updating, developing and implementing District policies and procedures; and performs other related duties as required.

TYPICAL DUTIES

Employees of this class may be required to perform varying combinations of the duties listed depending upon the needs of the district at the time, and assigned duties may change as the needs of the District change. Balance of workload between legal and administration may fluctuate depending on the needs of the District at the time.

1. Research and analyze statutes, ordinances, court decisions, legal documents and articles for use by District Counsel in preparing legal documents such as briefs, pleadings, contracts, grants and opinions.
2. Analyze and summarize pending legislation and current court decisions that may have an impact on or be applicable to District operations.
3. Investigate and prepare preliminary reports regarding claims by and against the District and make recommendations to District Counsel on action to be taken.
4. Gather and compile data and perform basic legal research to assist District Counsel in determining appropriate legal action.
5. Review and analyze District administrative policies, practices and procedures; make policy and procedural recommendations in the areas of finance, budgeting, contracts, grants, procurement and records management among others; aid in the modification of existing or development of new policies and procedures; develop project plans and complete special projects as assigned,
6. Assist District Counsel in research and drafting of motions, memoranda of points and authorities, interrogatories and answers, complaints and answers, cross-claims, affidavits and declarations.
7. Review and prepare draft rules, regulations, contracts, grants legal documents, reports and forms for legal and administrative sufficiency, accuracy, and completeness and recommend modifications as necessary.
8. Develop spreadsheets and databases as necessary for use in analytical review

9. Prepare case files for trial including summarizing witness testimony from source documents; organize documentary exhibits for introduction into evidence.
10. Track fine payment schedules and follow-up on delinquent payments.

SUPERVISORY RESPONSIBILITY

Not Applicable

MINIMUM QUALIFICATIONS

Education and Experience

Completion of a Bachelor's degree from an accredited college or university with major coursework in law, business or public administration, accounting or a closely related field and two to three years experience performing administrative, legal or accounting research and analysis and/or working with the court system; or any combination of training and/or experience that provides the desired knowledge and abilities. Experience within or for a public agency or environmental law a plus.

Knowledge, Abilities and Skills

Knowledge

Research techniques, methods and procedures both legal and administrative; types and functions of legal pleadings associated with governmental process and lawsuits; principles and practices of public administration, municipal finance, budgeting and accounting; policy and procedure development; report writing; legal, governmental, accounting and business terminology.

Ability

Analytical review and interpretation of statutes, court decisions, legal documents, administrative policies and procedures and similar material; analyze complex legal, accounting or administrative problems and make sound policy and procedural recommendations, present ideas effectively orally and in writing; work independently; plan and organize own work; establish and maintain effective working relationships with staff and the public.

Skills

Collection and analysis of complex data, preparation of legal, analytical or technical reports applying proper English usage, grammar, spelling and punctuation, managing multiple tasks and deadlines, use of computers, computer applications and software

Special Requirements

None

Physical Demands

This is essentially a desk job. Physical demands include occasional lifting up to 25 lbs., some bending, stooping and squatting.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Travel in the local area may be required.