

## EDITED KSAPC LISTING

CLASSIFICATION: LEGAL ANALYST

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Extensive knowledge of legal concepts in order to assist and support departmental attorneys in representing the department
K2.	Extensive knowledge of legal terminology in order to assist and support departmental attorneys in representing the department
K3.	Extensive knowledge of legal principles in order to assist and support departmental attorneys in representing the department
K4.	Working knowledge of procedures in order to assist and support departmental attorneys in representing the department
K5.	General knowledge of legal reference material to conduct legal research including computer databases (i.e. internet, Westlaw, etc.) and library resources
K6.	Extensive knowledge of communication skills including grammar, punctuation, spelling, sentence and paragraph structure, organization and business writing using appropriate vocabulary
K7.	<b>Extensive knowledge of paralegal duties such as preparing common types of legal and other documents (i.e. pleadings, briefs, motions, correspondence, and legal memoranda) in order to assist and support departmental attorney</b>
K8.	<b>Working knowledge of Personnel Computer (PC) or laptop and peripheral computer hardware devices such as jump drives, CDs, DVDs, and digital scanners to accomplish task</b>
K9.	<b>Basic knowledge of computer software applications (e.g., Microsoft Word, Excel etc.)</b>
K10.	<b>Working knowledge of legal and ethical principals that guide paralegal conduct, including unauthorized practices of law, lawyer supervision of non-lawyers, confidentiality attorney-client privilege, conflict of interest and competence</b>
K11.	<b>General knowledge of basic office equipment (i.e., photocopier, fax machine, etc.) to perform necessary administrative and operational duties</b>
K12.	<b>Extensive knowledge of local rules of court by utilizing manuals, computer or telephone</b>
K13.	<b>Extensive knowledge of court procedures by contacting the specific court clerk</b>
K14.	Working knowledge of Harvard Blue Book to ensure proper formatting of legal document (i.e., case citation)
K15.	Working knowledge of federal, state and administrative court systems
K16.	Extensive knowledge of case management process (i.e., fact sheet, outline, index etc.)

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K17.	Extensive knowledge of proper filing techniques to ensure court deadlines and statute of limitation are met
K18.	Extensive knowledge of service of process utilizing good judgment

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Effectively communicate information and ideas verbally and in writing
A2.	Stand and sit for long periods of time
A3.	Effectively handle multiple tasks simultaneously while maintaining composure and produce a quality work product
A4.	Effectively cope with stressful situations while maintaining a professional demeanor
A5.	Take initiative and work independently
A6.	Effectively prioritize and organize workload to ensure accurate and timely completion
A7.	Utilize time efficiently, pay attention to details, and prioritize assignments
A8.	Accept constructive criticism regarding work product and practices in order to continually improve work performance
A9.	Work independently and with a minimum amount of supervision when appropriate
A10.	Interact effectively in person and by telephone with attorneys, clients, witnesses, court personnel, co-workers and other professionals
A11.	Apply principles of professional ethics to specific factual situations
A12.	Use logic and reasoning to identify, formulate, and/or evaluate alternative solutions to problems,
A13.	Construct and evaluate logical arguments in support of the Department's position
A14.	Adapt quickly to a variety of situations in order to provide an appropriate response
A15.	Distinguish evidentiary facts, material and controlling facts
A16.	Identify factual omissions and inconsistencies
A17.	Identify interrelationships among cases, statutes, regulations, and other legal authorities

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<b>KSAPC Statements</b>	
<b>Skill to:</b>	
S1.	Logically and accurately analyze legal situations in order to assist departmental attorneys in determining an effective course of action.
S2.	Communicate effectively both in writing and verbally in order to assist departmental attorneys, staff, and the public with all inquiries
S3.	Read and understand complex statutes, court decisions, regulations, proposed legislation, legal reference materials, legal documents and other similar materials in order to research and analyze legal principles and procedures.
S4.	Review legal documents for content, citations, formatting, page limitations, etc. in order to assist departmental attorneys with determining an effective course of action, and case management
S5.	Create reports in order to assist departmental attorneys with determining an effective course of action, and case management
S6.	Prepare drafts of the most common types of legal documents (e.g., briefs, interrogatories, motions, pleadings)
S7.	Appropriately use Issue Rule Analysis Conclusion (IRAC) method when drafting legal briefs
S8.	Communicate effectively with attorneys and members of the support staff
S9.	<b>Identify and locate witness and potential parties</b>
S10.	Work cooperatively with attorneys, departmental employees, and the general public to address all issues
S11.	<b>Use word processing applications sufficiently and effectively to prepare, edit, save, and retrieve documents</b>
S12.	<b>Use email functions effectively and ethically</b>
S13.	<b>Perform simple mathematical calculations (addition, subtraction, multiplication and division using a calculator when necessary to determine or verify mathematical figures</b>
S14.	<b>Use both manual (print) and electronic sources of law to locate applicable primary resource materials</b>
S15.	Train other staff on how to perform a task or understand a concept
S16.	Properly cite check legal documents
S17.	Research and identify potential expert witnesses, prepare expert witness contracts, and track expert witness cost

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<b>Skill to:</b>	
S18.	Develop interview questions, conduct an effective interview, accurately record the interview, and prepare a summarized memorandum of the interview
S19.	Appropriately Shepardize cases to update and verify the reliability of cited legal authority/precedent
S20.	Review the work of legal support staff