



LEGAL ANALYST



NATURE OF WORK IN THE CLASS:

Under the general direction and supervision of the Guam Power Authority (GPA) or the Guam Waterworks Authority (GWA) staff attorney, employees in this class perform a variety of specialized legal assignments and conduct legal research; analyze legislation, regulations, procedural court orders, and non-complex court and administrative decisions; prepare legal documents and forms for administrative and court proceedings; prepares reports; reviews and assist with the preparation of templated agreements and contracts; and assists with the preparation of administrative rules, regulations, and resolutions; and, coordinated assigned activities.

ILLUSTRATIVE EXAMPLES OF WORK: (This list is of examples only and does not indicate all job-related duties required of this position.)

Conduct legal research and summarize results; assist in case preparation, pretrial and trial preparation, both in and outside the courtroom and/or for any administrative or regulatory proceeding to include Civil Service Commission (CSC) Status Calls/Hearings, Consolidated Commission on Utilities, and Public Utilities Commission regular meetings and hearing.

Monitors, tracks, and updates the status of attorneys' cases and prepares related status reports and summaries;

Identifies and resolves scheduling conflicts for case matters, witnesses, clients, and attorneys;

Identifies, compiles, and selects documents and exhibits for discovery and trial;

Applies knowledge of various court rules related to legal practice subject matter and court filing procedures;

Calculates and calendars critical and other dates and advises attorney of specific time requirements, deadlines, and court schedules;

Schedules and coordinates pre-hearing conferences or depositions; summarizes deposition content;

Communicates with the courts, clients, and witnesses regarding noted motions and confirms scheduling;

Prepares, proofreads, serves, and files notices of appearance, answers, motions, notices of hearings, initial or final orders, appellate briefs, accompanying correspondence, and other related case and court documents or pleadings in compliance with court rules;

Checks legal citations and references for correct format;



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Performs legal research to gather and analyze information relevant to litigation regarding specific topics, statutes, case law, court rules, and legislative history;

Prepares exhibits and courtroom aids, incorporating current technology;

Drafts interrogatories, requests for documents and responses to same;

Prepares and finalizes discovery, both propounded and responsive;

Review discovery requests provided by the opposing party and identify necessary information needed to obtain appropriate records;

Composes, organizes, and enters discovery information into legal databases; summarizes depositions and other discovery materials;

Retrieves case records, statements, or exhibits as required from databases;

Provides assistance to attorneys during trial and/or Civil Service Commission (CSC) hearings or other similar administrative or regulatory hearings;

Assembles attorney instructions, organizes hearing and trial notebooks, and maintains case files;

Performs other work as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of legal procedures and terminology

Knowledge of principles of legal research and legal writing

Knowledge of legal processes and court judicial systems

Knowledge of principles of ethics and confidentiality rules related to legal practice

Knowledge of judicial and quasi-judicial procedures and the rules of evidence

Ability to supervise and train legal clerks or legal secretaries on investigative techniques and processes

Ability to perform legal research in accordance with preliminary instructions as to methods or approach, source material available, and policy and precedent of the office

Ability to summarize facts and evidence and prepare legal instruments

Ability to communicate clearly and logically in oral and written form

Ability to utilize technology in research and writing assignments



LEGAL ANALYST



Ability to create spreadsheets to capture and analyze data

Ability to maintain effective working relationships with persons contacted in the course of work

MINIMUM EXPERIENCE AND TRAINING

- A. Certificate of completion of a paralegal program approved by the American Bar Association; *or*
- B. Graduation from a recognized college or university with a Bachelor's in Legal Studies, Criminal Justice, or related field, and two (2) years of law-related experience; *or*
- C. Graduation from a recognized college or unit with an Associate's Degree in Paralegal, Legal Studies, Criminal Justice, or related field and three (3) years of legal experience; *or*
- D. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

LICENSE OR CERTIFICATES

A valid Guam driver's license may be required at the time of appointment.

ESTABLISHED: JULY 2024

FLSA STATUS: EXEMPT

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities