JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

LEGAL ANALYST
$4,016 - $5,029
LEGAL BRANCH
FRAUD LIAISON BUREAU
SACRAMENTO/SAN FRANCISCO

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.

RESPONSIBLITIES:
Works independently under the general direction of an attorney; assists in civil litigation involving complex legal issues; performs legal research; drafts pleadings for attorney review; assists with production of documents in response to subpoenas, discovery; interviews and prepares witnesses for depositions and trial testimony; conducts reviews of complex filings; performs legal research on departmental policy and procedural matters and on written queries received from the general public; drafts and assists attorneys in drafting legislation, regulations; researches and reports on legislative histories; conducts historical research on assigned filings; provides training classes, and develops training materials for attorney and other legal staff.

DESIRABLE QUALIFICATIONS:
- Four years of experience in property & casualty insurance underwriting or insurance consumer Knowledge of basic legal concepts, terminology, principles, and procedures;
- Knowledge of legal reference materials;
- 4 years of experience in civil litigation procedures and discovery under the California law;
- 4 years of experience in legal research and analysis;
- Ability to reason logically and accurately analyze situations;
- Prepare reports and summary sheets;
- Draft litigation discovery documents;
- Use of state of the art civil litigation software and discovery;
- Experience in data research;
- Work cooperatively with attorneys and members of the support staff

11/5/15MR

DO NOT SUBMIT APPLICATIONS TO CalHR

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."

JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

WHO MAY APPLY:
Applications will be accepted from current State employees at the Legal Analyst level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit CalHR Job Descriptions and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:
Please mail a completed standard State Application STD 678, and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Legal Analyst, PSN #413-236-5237-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Malinda Randolph at (916) 492-3300.

FINAL FILING DATE: November 23, 2015 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

11/5/15MR

DO NOT SUBMIT APPLICATIONS TO CalHR

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."