

Legal Analyst Job Description

Duties and Responsibilities:

- Summarize disposition transcripts and compile indices and trail material
- Distribute and receive documents related to cases on hand
- Provide support with the drafting of affidavits and seizure warrants
- Handle confidential material and sensitive information discretely
- Act as link between the Legal team and Client Services, or other relevant units
- Manage and investigate escalated user complaints and internal questions, as well as prior to Counsel Review
- Be present at triage meetings to present issues and associated investigation, as required
- Provide detailed documentation of legal opinions and decisions
- Clearly communicate Legal decisions to internal and external stakeholders
- Preserve repository of Legal responses and create Legal resources for the firm's legal teams
- Responsible for identifying and implementing process improvements within the legal team and with stakeholders in other units
- Ensure data information requests are in compliance with data protection laws
- Carry out ad-hoc administrative duties as a member of the legal team
- Provide support with file management and project tracking, as required.

Legal Analyst Requirements – Skills, Knowledge, and Abilities

- Education: Applicants are required to have a Bachelor's degree or paralegal certificate to work as a legal analyst. Certification: Paralegal certification a plus
- Knowledge: They must have a strong knowledge of the law and legal matters. It is also important that they have practical experience in the

following: legal research/drafting, cite checking/formatting legal documents, and pre-trial and trial support; and handling briefs/motions/depositions/exhibits

- Communication skills: They must also possess excellent written and verbal communication skills
- Analytical and problem-solving skills: It is important that applicants for the legal analyst job are forward thinkers with the ability to anticipate issues before they arise and seek improvements to processes/systems; as well as take ownership of projects through to completion
- Time management skills: They must be able to prioritize assignments and work with deadlines
- Team work abilities: It is vital that they can work independently or with limited direction, but they must have the ability to influence and collaborate at all levels of the organization, and work on simultaneous complex projects with multiple teams or stakeholders
- Research skills: The legal analyst job involves a great deal of research, so it is crucial that applicants can look up past cases, find legal precedents, and search public records for relevant case information
- Critical thinking: This skill is relevant for making legal arguments and processing research to create concise reports
- Confidentiality: Legal analysts work sensitive information, therefore, applicants must show they are able to keep information confidential
- Stress management: Applicants may be required to work long hours and under tight schedules, so it is essential that they can be rational and positive even under such conditions
- Computer skills: They must be proficient with Microsoft Office tools; and having an advanced knowledge of PowerPoint and Excel is a plus.