

PARALEGAL

DEFINITION

To provide paraprofessional, administrative and technical assistance to professional legal staff; provide direct supervision to support staff; manage office operations and clerical activities conducted in support of departmental programs; and provide highly responsible secretarial assistance to the City Attorney.

DISTINGUISHING CHARACTERISTICS

This journey level classification is characterized by the responsibility to provide a variety of legal services and assignments not requiring the licensing of an attorney. The position is responsible for the preparation and management of complex legal documents and performs specialized legal administrative services at the direction of the professional staff in the City Attorney's office. Incumbents work independently within prescribed guidelines and protocol to plan, organize, and complete assignments, which are reviewed upon completion. This classification is distinguished from the Legal Secretary series in that the latter is responsible for the legal secretarial and office administrative assistance to the City Attorney and associated legal staff.

SUPERVISION RECEIVED

Receives general direction from the City Attorney.

SUPERVISION EXERCISED

Provides direct supervision over assigned secretarial and clerical personnel.

ESSENTIAL DUTIES

Provides responsible paraprofessional and technical assistance to the City Attorney and other professional legal staff; performs legal research and prepares draft City Council agenda items.

Coordinates the daily operation of the City Attorney's office which involves the direction and supervision of others; performs administrative detail work and maintains appropriate records and statistics.

Assists in the preparation of departmental budget; makes budget recommendations relative to assigned program areas of responsibility; coordinates and compiles budget recommendations; monitors budget spending.

Assists in formulating office policy, goals and procedures; collects and compiles relevant data

ESSENTIAL DUTIES (continued):

supporting recommendations.

Provides preliminary review of contracts and other legal documents for accuracy and completeness.

Conducts specific and moderately complex analyses of a wide range of legal documents.

Compiles materials and prepares reports and documents including confidential documents, memos, pleadings, legal documents, and correspondence.

Performs highly responsible secretarial duties for the City Attorney including maintaining calendars, responding to correspondence, and typing reports and letters.

Conducts surveys and performs research and statistical analyses as requested; prepares related reports.

Responds to inquiries and requests for information from the public and City staff.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of organization and administration of a law office.

Applicable federal, state and local laws and regulations.

Principles and practices of community relations and office management.

Basic budgetary systems and procedures.

Basic statistics and quantitative analytic techniques.

Ability to:

Learn the operation, policy and procedures of the City Attorney's office.

Research and draft City Council action items and routine legal documents.

Review and analyze legal documents and perform legal research.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Analyze situations accurately and develop effective courses of action.

Prepare and monitor a department budget.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Communicate clearly and concisely, both orally and in writing.

Perform administrative detail work including preparing clear and concise reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Select, supervise, train, and evaluate personnel as assigned.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of highly responsible legal secretarial experience, preferably in a local government law office setting, including research and analyses of legal documents.

Education: Equivalent to the completion of the twelfth (12th) grade supplemented by course work in public administration, paralegal studies or a closely related field. Completion of a Paralegal certificate program at a two-year accredited community college or four-year accredited college or university is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a standard office environment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or boxes of examination, training,

SPECIAL REQUIREMENTS (continued):

or other human resources related materials, weighing up to 40 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) year

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Revised: August 1995

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AAP GROUP: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt