

CITY OF HAYWARD

SENIOR PARALEGAL

DEFINITION

To oversee the daily support operations of the office with responsibility for coordinating and monitoring office activities in the office of the City Attorney; assist with monitoring the department budget; plan, organize, direct and supervise legal support staff; provide complex paraprofessional, administrative and technical assistance to professional legal staff; manage office operations and clerical activities conducted in support of departmental programs; and provide highly responsible administrative assistance to the City Attorney.

DISTINGUISHING CHARACTERISTICS

This advanced journey level classification is characterized by the responsibility to provide a variety of highly complex legal and analytical services and assignments not requiring the licensing of an attorney. The position has oversight responsibility for the full scope of office support activities. This classification is distinguished from the Paralegal in that the latter is responsible for the legal administrative assistance to the City Attorney and associated legal staff.

SUPERVISION RECEIVED

Receives general direction from the City Attorney; may receive direction from other management staff.

SUPERVISION EXERCISED

Provides direct supervision over assigned staff.

ESSENTIAL DUTIES

Coordinates daily operation, administrative workflow, and support for the City Attorney and the City Attorney's Office to ensure quality deliverables are completed.

Organizes and maintains up-to-date office records and files; drafts, composes, and types letters, memoranda, notices, records, reports, and other general and technical materials.

Independently responds to letters and general correspondence not requiring the attention or oversight of management personnel.

Assists in the preparation of departmental budget and attends budget preparation meetings; makes budget recommendations; coordinates and compiles budget recommendations; and monitors budget spending.

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ESSENTIAL DUTIES (continued):

Maintains office financial records; verifies bills and processes invoices for payment; and monitors monthly expenditures such as City purchase cards, and travel and training expenditures;

Provides highly complex 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 review of office documents submitted for the City Council agenda preparation, including tracking, assembling, and monitoring agenda items.

Performs administrative detail work and maintains appropriate records and statistics.

Formulates office policy, goals and procedures; researches, analyzes, collects and compiles relevant data supporting recommendations.

Reviews contracts and other legal documents for accuracy and completeness.

Conducts specific and highly 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 administrative duties for the City Attorney including maintaining calendars, 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.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of community relations and office management.

Principles and practices of effective supervision.

English usage, spelling, grammar, punctuation and business document formatting.

Basic budgetary systems and procedures.

Basic statistics and quantitative analytic techniques.

Modern office practices, methods and computer applications related to the work.

Ability to:

Manage the operations and administrative functions of a busy law office.

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

Review and analyze legal documents and perform legal research.

Analyze situations accurately and develop effective courses of action.

Prepare and monitor a department budget.

Review and prepare letters, correspondence and reports.

Work under pressure and meet deadlines.

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

Communicate clearly and concisely, both orally and in writing.

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

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

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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 increasingly responsible paralegal work experience, preferably in a local government law office setting.

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.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in a professional manner. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) year

U196

August 2019

AAP GROUP: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt