



MARCH 2016
FLSA: NON-EXEMPT

PARALEGAL

DEFINITION

Under general supervision, performs a variety of legal, administrative, secretarial, and office support duties of considerable complexity requiring thorough knowledge of the department, its procedures, and operational details; provides administrative support to management and departmental staff in the City Attorney's Office; composes and prepares correspondence using considerable judgment in content and style; performs skilled word processing, data entry, and typing; provides information to the public and staff requiring knowledge of department services, policies, and procedures; provides assistance for a wide variety of confidential assignments; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is an experienced-level class in the legal support functional area. Incumbents at this level are capable of performing complex legal, administrative, and office support duties, including taking and transcribing meeting minutes and assisting in department-related projects and programs. Employees at this level must be able to perform independent legal research and are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administrative support in the City Attorney's Office by assisting with duties of a complex and confidential nature related to City Council activities, employees' bargaining units, employee grievances, claims and lawsuits filed against the City, and personnel issues; acts as a liaison between the department and other staff or the public, coordinating resolutions when appropriate.
- Prepares and files all pleadings in Superior and Federal Court including criminal pleadings, civil pleadings, and weapons forfeitures; maintains calendars for filings and court dates.
- Screens calls, visitors, and incoming mail; provides information to the public by phone or in person requiring an understanding of department services and City policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.
- Tracks and maintains litigation calendars, including recording follow-up trial dates, action dates, and disposition of cases.
- Coordinates arrangements for serving of summonses, complaints, and other legal documents by outside parties; coordinates the response to subpoenas by staff or other City departments.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos,

legal documents, agreements, ordinances, real property documents, administrative, statistical, and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.

- Researches and analyzes criminal and civil law sources such as statutes, recorded judicial decisions, legal articles, and legal codes; drafts correspondence and documents to others regarding answers to legal questions, legal opinions, appeals, pleadings, subpoenas, interrogatories, requests for production, deposition notices, resolutions, settlement agreements, contracts, collections, and other legal documents; prepares and assembles reports.
- Assists with or administers special projects and/or programs as assigned by management staff; provides assistance to department staff in various research and department-related projects.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Maintains department and staff calendars and makes meeting arrangements; schedules meetings between City staff or between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Develops and implements file, index, tracking, and record-keeping systems; maintains law library materials; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives and processes vendor invoices; prepares requests for payment for department head approval.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Sufficient legal terminology necessary to assume assigned responsibilities.
- Procedures, methods, and practices involved in composing, processing, typing, formatting, and filing a variety of legal documents.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compose legal documents, correspondence, and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, discretion, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a certificate of completion of a paralegal program approved by the American Bar Association or 24 semester units of college coursework in law, legal assistance or a related field and one (1) year of experience in the research, review, and preparation of legal documents and pleadings.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Registration as a Notary Public is desired.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.