



Job Title	Paralegal	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	15211

Class Specification - Paralegal

Summary Statement:

The purpose of this position is under direct close supervision of an attorney, provides assistance in preparing legal documents. Depending on the nature of the assigned Division within the City Attorney's Office provides assistance and conducts fact investigations. Performs routine legal research and compiles data from various sources. Prepares drafts of contracts, maintains file systems, and prepares other legal documents.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification typically work under the general supervision of an attorney. Advancement to a Senior Paralegal is based upon demonstrated proficiency in performing the assigned functions and meeting the minimum education and experience requirements. Advancement is at the recommendation of the Division Chief and at the discretion of the Deputy City Attorney and City Attorney.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
90%	The legal service work component will vary depending upon the scope of services provided by the division. If within the division's function, this position reviews and processes incoming and outgoing documents relating to cases or other legal matters, manages discovery and documents, maintains case/matter files, performs case management, drafts and formats legal documents and correspondence, assists in adversarial proceedings (e.g., witness coordination, exhibit preparation, and oral and written presentation), understands and applies court rules, assists in contract review, with supervision, manages and responds to public records requests, conducts routine legal research, and prepares statistical and other reports. Handles less advanced matters.
10%	Other support duties as assigned such as training and providing paralegal, office specialist, and legal assistant coverage as needed.

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may



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involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Associate's degree from an accredited college or university with major coursework in legal studies or a related field or certification as a paralegal. Significant related experience will be considered in lieu of an associate's degree.

Experience: One year of full-time paralegal and/ or legal support experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Notary Public	Within 6 months of hire
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised: Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Occasionally
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, legal specific software, on-line legal research tools, and e-discovery software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: December 2014