

PARALEGAL

DEFINITION

To provide paralegal support and assistance to attorneys in the City Attorney's Office; to provide budgetary and operational support; and to perform complex and responsible legal, confidential, and administrative duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney, and technical and functional supervision from the Assistant City Attorney and Deputy City Attorneys.

Exercises direct supervision over support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, assign, supervise and review the work of support staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Provide citywide training on a variety of legal topics and processes.

Independently provide paralegal support assistance to members of the City Attorney's Office; research and draft memoranda in response to requests for legal services or inquiries from other City departments including research of case and statutory law.

Review all City staff communications and reports to the City Council before submittal to the City Clerk for agenda preparation, including the drafting of ordinances and resolutions.

Draft and review agreements and supporting documentation for all City departments.

Under the direction of the City Attorney, oversee the day-to-day administration of the department; receive and resolve confidential matters; evaluate office operations and activities of administrative responsibilities and recommend improvements and modifications.

Review adequacy of bonds presented by private parties for matters such as subdivisions, agreements, and encroachment permits.

Independently receive, process, and respond to all subpoenas, including the interpretation of legal requirements and provisions relative to appropriate legal codes, regulations, precedents, or cases and procedures.

Participate in budget preparation and the review and monitoring of department expenditures and revenues; prepare cost estimates for budget recommendations for the City Attorney.

Receive, process, and monitor the progress of correspondence, memoranda, and other documents through the City Attorney's Office; establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide associated information to relevant parties; prepare, compile, and type correspondence and related reports.

Supervise and/or participate in the review of invoices for outside services; reconcile and submit monthly expense reports for the City Attorney's credit card transactions.

Independently research, analyze and prepare recommendations on whether or not to file and prosecute small claims actions on behalf of the City; represent the City as plaintiff in small claims court proceedings.

Gather and research modifications to the Citywide Records Retention Schedule and compile edits for City Council approval each year.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of paralegal support functions related to municipal government operations.

Legal terminology, forms, documents and procedures used in composing, processing, and filing a variety of legal documents and reports.

Methods of legal research and analysis and legal writing and document preparation.

Pertinent local, State and Federal laws, ordinances and rules; applicable court rules, deadlines, and related requirements.

Principles and practices of budget monitoring.

Principles of supervision, training and performance evaluation.

Modern office equipment and systems, including word processing, spreadsheet, and database applications, and automated records management systems.

English usage, spelling, punctuation, and grammar.

Ability to:

Provide paralegal support and assistance to attorneys in the City Attorney's Office.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Research, analyze, and prepare recommendations related to assigned cases; represent the City in small claims court proceedings.

Organize, plan, prioritize, and assign the work of assigned staff.

Supervise, train and evaluate assigned staff.

Interpret and explain rules, regulations, laws, and pertinent City policies and procedures.

Assist in the development and monitoring of the City Attorney's Office budget.

Orally argue in court.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relations with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience performing support functions in a law office environment.

AND

Training:

A certificate of completion of a paralegal or legal assistant program approved by the American Bar Association or an Associate's degree from an accredited college or university that requires successful completion of a minimum of 24 semester, or equivalent, units in law-related courses. Work experience may not be substituted for the certificate or degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

10-07-23

09-08-14

08-25-12

06-28-03 Paralegal

07-02-02 Paralegal Assistant

02-04-86

02-04-81 Paralegal