

PARALEGAL

Salary Range 24: (Confidential Salary Schedule)

DEFINITION

Under general supervision, performs a variety of highly responsible, confidential, and complex paralegal and administrative duties for the City Attorney's Office; provides research for the preparation of cases and documents; drafts documents and correspondence; assists with a variety of special projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level, single incumbent paraprofessional classification. The incumbent is responsible for performing the full range of paraprofessional legal and administrative work in the City Attorney's Office, while working independently and exercising judgment and initiative. The frequent use of discretion, initiative, diplomacy, and independent judgement is critical and consequential to the impact and operations of City business.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney. Exercises no direct supervision over staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Prepares and drafts ordinances, resolutions, contracts, and other legal documents under the supervision and direction of the City Attorney or Assistant City Attorney; files and serves legal documents.
- Performs legal research on select matters and prepares legal analysis memoranda.
- Reviews adequacy of insurance certificates and bonds presented for matters such as subdivisions and agreements.
- Review subpoenas and assists departments with responding to subpoenas; assists with the preparation of responses to Public Records Act requests; drafts discovery responses.
- Organizes and maintains the law library and legal materials.
- Receives, processes, and monitors the progress of correspondence, memoranda, and other documents through the City Attorney's Office; establishes and maintains filing and reporting systems as necessary; develops recordkeeping procedures; prepares correspondence and reports.
- Assists administration staff in composition and preparation of a wide variety of correspondence; uses Microsoft Office computer applications to format and type a variety of sensitive, confidential, official, and/or legal letters, documents, presentations, and contracts.
- Coordinates, schedules, processes, and confirms travel and other arrangements for meetings, conferences, speaking engagements, business trips, and breakfast/luncheon/dinner meetings by preparing itineraries, requesting travel confirmations, compiling expense reports, and reconciling credit card invoices.
- Produces and distributes documents and materials for executive staff and Council.

- Develops and administers effective systems and processes for efficient operations; maintains accurate and up-to-date office files, records, and logs to ensure access to current information; purges/shreds files per records retention guidelines to ensure confidentiality.
- Promotes a positive City image by maintaining excellent internal and external customer relations; uses sensitivity, tact, and diplomacy in all interactions; establishes and maintains positive and effective working relationships with co-workers and those contacted in the course of work at all levels; works collaboratively with staff, various departments, and outside agencies.
- Attends and participates in community events and meetings as directed.
- Participates in special projects as assigned; researches data, collects and compiles a variety of administrative and/or technical information for projects; prepares comprehensive reports of findings.
- Assists with the development and administration of the City Attorney's Office budget; monitors office expenditures; processes check requests, credit card statements, and records request fees.
- Processes mail; orders and maintains office supplies.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Local government organizational structure and functioning, including the role and responsibilities of the City Attorney's Office.
- Principles and practices of paralegal support functions; legal research techniques and legal concepts, terminology, forms, and documents.
- Applicable federal, state, and local rules, regulations, and laws applicable to assigned projects.
- Principles of Brown Act requirements and ethics parameters for City employees.
- Methods of legal research and analysis, and legal writing and document preparation
- Principles and practices of public sector records management.
- Calendaring, filing methods, editing, and proofreading.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide paralegal support and assistance to attorneys in the City Attorney's Office.
- Perform legal research and writing from varied sources; identify more complex legal issues for further study.

- Prepare a variety of legal documents.
- Understand, interpret, and apply all pertinent laws, codes, ordinances, statutes, regulations, policies and procedures, and standards relevant to work performed.
- Represent the City Attorney's Office at community events and meetings in a professional manner.
- Draft pleadings and correspondence.
- Research and disseminate pertinent data from a variety of sources in preparation of legal documents.
- Analyze complex problems, evaluate alternatives, and make sound recommendations.
- Proofread material for accuracy, completeness, and compliance; prepare correspondence, reports, forms, and a variety of specialized documents.
- Compile and maintain confidential data, information, and files for executive staff.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical time deadlines.
- Accurately make basic mathematical and statistical calculations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge and abilities, and complies with California Business and Professions Code section 6450 requirements for a "Paralegal" is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a high school diploma;

AND

Three (3) years of progressively responsible administrative and paralegal support experience, preferably working in a public agency, which included public contact and interaction with positions of all levels including elected positions.

College-level coursework in public administration, business administration, legal assistance, or a related field is desirable.

Paralegal Certificate:

Either:

1. A certificate of completion of a paralegal or legal assistant program approved by the American Bar Association;
2. A certificate of completion of a paralegal program or a degree from a nationally accredited college or university that requires the successful completion of a minimum of 24 semester or equivalent units in law-related courses;
3. A bachelor's degree or advanced degree in any subject, a minimum of one (1) year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding years, and a written declaration from that attorney stating that the person is qualified to perform paralegal tasks; or
4. A high school diploma or general equivalency diploma, a minimum of three (3) years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three (3) years, and a written declaration stating the person is qualified to perform paralegal tasks.

License and Certification Requirement

A valid California Class C driver license or higher with a satisfactory driving record is required by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL CONDITIONS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed material 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 operate standard office equipment, and to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator. 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 20 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

WORKING CONDITIONS

Incumbents work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work evenings, weekends, and holidays and attend meetings before or after normal business hours.

FLSA: NE

This class specification should not be construed to imply that these requirements are the exclusive standards of each position. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: May 2021