



DATE	January 2023
JOB CODE	
FLSA	NON EXEMPT
EEO	

JOB TITLE: Paralegal
 DEPARTMENT/DIVISION: City Attorney's Office
 REPORTS TO: City Attorney

SUMMARY: Responsible for directly assisting the City Attorney staff, applying knowledge of law and legal procedures in drafting and reviewing documents, researching statutory and case law, assisting in litigation matters, and special projects.

ESSENTIAL JOB FUNCTIONS:

- Draft ordinances, resolutions, contracts, and other legal documents for review; draft contracts of sale, deeds, easements, and other real estate documents; review, analyze and/or revise prepared contracts, ordinances, resolution, and other legal documents.
- Research statutory and case law using computer based and traditional library resources and provide analysis to attorney on findings.
- Support City Attorney staff in all stages of civil litigation including drafting pleadings, discovery, motions, deposition, and trial preparation.
- Provide assistance with Public Information Act process.
- Assist in gathering and preparing evidence and information for trials and hearings.
- Respond to internal and external calls for information on statutes, ordinances, and other City related matters as authorized by supervising attorney.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles, practices, and ethics of legal profession
- Knowledge of legal terminology and format
- Skilled in written and verbal communication to a variety of individuals
- Skilled in providing customer service
- Skilled in maintaining records
- Skilled in handling multiple tasks simultaneously
- Skilled in operating a computer and related software applications
- Ability to maintain confidentiality and composure in stressful and sensitive situations

MINIMUM QUALIFICATIONS:

- 5 years progressively responsible related experience in a law office or court
- Paralegal Certification or obtain certification within 3 years.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 20 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.