

## **CITY OF EMERYVILLE**

**Created: December 2004**

**TITLE: PARALEGAL**

**FLSA Status: EXEMPT**

**Job Code: 1145**

### **Definition**

Under general supervision, performs a variety of highly responsible and complex paralegal and administrative duties in the City Attorney's Office; performs other related work as required.

### **Distinguishing Features**

This is an "at-will" position assigned to the City Attorney's Office. The incumbent performs substantial legal work under the direction of staff attorneys, along with highly specialized and technical work, and is responsible for administration and coordination of daily office operations in the City Attorney's Office. The incumbent works with a high degree of initiative and independence, and exercises discretion in the resolution of complex problems.

### **Example of Duties**

1. Drafts and reviews legislation and other legal documents and instruments.
2. Coordinates the gathering of information from various departments in the preparation of contracts and other legal documents; reviews contracts and other legal documents to ensure necessary provisions are included, and verifies compliance with insurance provisions.
3. Collects, compiles, and utilizes technical information to make recommendations to staff attorneys; compiles, organizes and analyzes various data for use in reports or other documents.
4. Assists in the preparation of form complaints, declarations and other basic pleadings, prosecutes small claims matters on behalf of the City, and manages and resolves tort claims filed against the City.
5. Gathers and coordinates the compilation of information, materials, documents, reports and evidence necessary to respond to litigation and as necessary, for preparation of legislation.
6. Coordinates and monitors overall office activities and work flow ensuring timely completion of clerical and administrative support work; performs administrative detail, such as coordinating and scheduling activities; acts as liaison with departments and/or other agencies.
7. Performs specialized legal administrative duties including preparation and management of complex legal documents; prepares a variety of other materials including correspondence, reports, charts, spreadsheets, and statistical data; coordinates and may perform related statistical and clerical work, including typing, word processing and data entry.
8. Establishes and maintains confidential files and recordkeeping systems; maintains calendars; processes documents; maintains and updates legal library and other manuals and resource materials, and performs other general clerical services.
9. Provides information, routes inquiries, resolves complaints and interprets and explains policies and procedures, and ensures the appropriate distribution and release of confidential or sensitive information.
10. May assist in departmental budget preparation and budget administration.

## **QUALIFICATIONS:**

### **Knowledge**

Knowledge of modern legal office practices, procedures and terminology; general legal principles and application; various legal document formats and presentations; municipal government operations; modern office equipment and designated specialized computer software and operating programs; filing, indexing and cross-referencing methods; and proper English usage, spelling, grammar, composition, and punctuation.

### **Ability**

Ability to effectively perform assigned paralegal work including prosecution of small claims matters, managing and resolving tort claims filed against the City, administering real estate transactions through the close of escrow, legislation drafting and review; coordinate and oversee daily office operations in the City Attorney's Office; perform both complex and routine legal administrative support work with speed and accuracy; operate a variety of modern office equipment computers and peripheral equipment; maintain and utilize designated specialized computer software and operating systems; interpret and apply established City policies and governmental guidelines and regulations; interpret and analyze information; prepare complex legal records, reports, documents; perform arithmetic calculations; use initiative and exercise independent judgment; deal with complex and highly confidential information; establish and maintain accurate records, maintain level of knowledge required for satisfactory job performance; and establish, maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

### **Education**

Baccalaureate degree from an accredited college or university.

### **Experience**

Two (2) years of law-related experience under the supervision of a practicing attorney. Experience with small claims matters, governmental tort claim procedures, and general real estate practices are highly desirable.

## **OTHER REQUIREMENTS:**

A valid California driver's license and satisfactory driving record is a condition of initial and continued employment.