

## PARALEGAL

### NATURE OF WORK

This is highly responsible, specialized work providing legal assistance to attorneys in the Law Department requiring thorough knowledge of legal terminology, court processes, discovery rules, ordinances, statutes, and regulations, confidentiality policies, and ethical considerations.

Work will include performing legal research, analyzing and compiling information, preparing drafts of legal documents, interviewing witnesses, and investigating cases. General supervision is provided by an attorney or other administrative superior, with considerable latitude for exercising independent judgment permitted in areas not involved in legal decision making. Work is reviewed for accuracy, compliance with court and departmental policies and protocols, and results achieved.

### EXAMPLES OF WORK PERFORMED

Researches and analyzes legal sources such as statutes, ordinances, judicial decisions, and administrative regulations (municipal, state, and federal).

Communicates with law enforcement on issues of false identity; ensures that citations and pleadings are accurately filed.

Performs preliminary factual research; coordinates the collection of hardcopy and/or electronically stored data required to prepare a variety of legal documents; assists in the preparation of routine legal documents such as pleadings, contracts and other documents; prepares correspondence and reports; reviews data for relevancy.

Communicates and takes statements, as necessary, from victims, witnesses, families, administrative and/or service agencies, law enforcement, and other involved parties; takes photographs for use in the preparation of cases; assists with walk-in and out-of-town criminal defendants on legal process questions; determines what reports, notes or further interviews are needed.

Contacts appropriate personnel or inquire on electronic resources to collect information from other city departments, Register of Deeds, County Assessor, and/or the private sector for information needed to initiate case files, prepare legal documents, respond to discovery, and/or complete investigations for review by attorney.

Investigates and assembles documentation and evidence; assists attorneys in preparing for and conducting cases for trial; creates trial notebook; assists with the preparation of exhibits, instructions, briefs and other documents.

Obtains trial dates and times for court hearings and discovery; files pleadings and other court documents; tracks cases and hearing dates.

Maintains case files and electronic databases related to area of responsibility by updating case information in the appropriate Law Department case management system.

Assists attorneys in the collection of information in preparation for taking depositions; reviews and summarizes depositions; prepares subpoenas; review complex medical records and other associated evidentiary documents; interprets, analyzes, and prepares summaries for attorney review.

Prepares discovery productions for review by attorney; forwards to the appropriate recipient.

Receives and screens telephone calls from litigants, attorneys, judges, and other persons seeking information; answers routine questions concerning ordinances and related matters.

Issue legal holds as directed by an attorney.

Performs related work as required.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of legal terminology; litigation procedure; jurisdiction of the various courts and their respective rules of procedure; and familiarity with legal drafting methods.

Considerable knowledge of hardware and software technology terminology as it relates to electronically stored information (ESI) in the context of e-Discovery for litigation and public record requests.

Considerable knowledge of the use of technology in document generation, case management systems, and litigation support/review software applications; converting and/or scanning documents or photos to a variety of formats; and researching and obtaining information necessary to complete documents.

Considerable knowledge of the jurisdiction of the various courts and their respective rules.

Knowledge of legal research techniques, including computerized research methods.

Ability to locate and interpret statutes, ordinances, judicial decisions, State and Federal laws and regulations and similar legal sources of law based on the context of legal issues presented.

Ability to identify facts/issues which may require further evaluation, and to prepare complex legal documents.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with the public, co-workers, court staff and law enforcement officials.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective and efficient filing systems.

Skill in the operation of modern office equipment such as a personal computer, facsimile machine, or photocopier.

## MINIMUM QUALIFICATIONS

As associate degree in paralegal studies or related field plus four years of experience as a paralegal, legal secretary or similar position in a litigation practice or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.