

PARALEGAL

SUMMARY/PURPOSE: Performs advanced legal professional work to provide a wide variety of complex legal assistance to attorneys in civil litigation and general legal services. ~~Assist in preparing and processing litigation and in the collection of debts and judgments.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned) FUNCTIONAL AREAS:

1. Assist in preparing and processing litigation.

- * A. ~~Process delinquent account files and~~ arrange for civil litigation.
- * B. Gather evidence, including taking statements.
- * C. ~~Investigate legal remedies in order to resolve delinquent accounts and judgments.~~
- * D. Research and verify all relevant facts regarding a case.
- * E. Prepare and file court documents in a proper and timely manner.
- * F. Prepare exhibits for presentation in court.
- * G. Schedule attorney's appearances.
- * H. ~~Represent the City in small claims court.~~
- * I. Arrange for, or deliver subpoenas.

2. ~~Assist in the collection of delinquent accounts and judgments awarded to the City.~~

- * A. ~~Review and evaluate assigned delinquent account files for appropriate collection action.~~
- * B. ~~Notify debtors to negotiate, arrange and monitor payment plans without litigation.~~
- * C. ~~Research, locate, and verify debtor assets.~~
- D. Record liens against judgment debtors real property.
- * E. Prepare and process garnishment and attachment documents.
- * F. Respond to requests from judgment debtors and other parties regarding judgments and levies.

3. Perform related tasks as assigned

- * A. Perform computerized R research and analyze law sources such as statutes, ordinances, judicial decisions, legal articles, treatises and constitutions in order to prepare legal documents for attorney review.
- * B. ~~Maintain a current body of legal knowledge especially as it relates to the rights of debtors, and discovery.~~
- * B. ~~Participate in paralegal/legal assistant training.~~
- C. ~~Maintain collection manual.~~
- D. ~~Assist office support staff as needed.~~
- E. ~~Process and maintain bankruptcy and probate accounts~~
 - B. Research matters as assigned by attorneys and provide legal memo on results.
 - C. Provide training and direction to administrative support staff.
 - D. Maintain office system for organizing and storing both electronic and hard-copy files for all office matters.
 - F. Perform internet research on various subjects for office attorneys.
 - G. Provide budget management for the city attorney's office.
 - H. Perform real property research as requested.
 - I. File or obtain real property documents as required.

- J. Provide technical support for current database software, including troubleshooting miscellaneous problems and errors.
- L. Manage files under the document retention schedule.
- N. Design and implement office procedures and develop recommendations for improving office functions.
- O. Provide government data practices support.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements:

- † A. Graduation from an accredited post-secondary program or college/university as a Three (3) years education in an accredited post-secondary program as a Paralegal or Legal Assistant, plus or three (3) years of progressively responsible, verifiable full-time-equivalent experience in preparing and processing litigation and legal support work; in those areas, or a combination of verifiable that education and experience equaling six (6) years which demonstrates experience in paralegal or legal support work.
- B. Experience with complex litigation preferred.

— License:

- † A. Possess a valid Minnesota Class "D" Driver's License or privilege.

2. Knowledge Requirements:

- † A. Advanced Kknowledge of the nature of the legal system and areas of legal practice.
- † B. Advanced kknowledge of the litigation process in both the state and federal court systems, including documents used in instituting and defending lawsuits in personal injury, contract, workers' compensation, unemployment benefits and bankruptcy.
- † C. Advanced working knowledge of court rules, filing requirements, service requirements, and time deadlines. Knowledge of credit laws.
- D. Knowledge of codes, regulations, and procedures relating to the operation of City Government.
- E. Knowledge of modern methods of office administration to facilitate efficiencies.
- F. Working knowledge of state real property documents and recording system.
- G. Advanced knowledge of state government data practices statute.

3. Skill Requirements:

- † A. Highly proficient Sskill in researching legal issues using ordinances, statutes, digests, reporter systems, legal encyclopedias, legal periodicals, and government documents, whether printed or electronic.
- † B. Advanced Sskill in reading and comprehending complex materials involving legal and technical matters.
- † C. Advanced Sskill in microcomputer operations and associated software

applications including word processing, data base, and spread sheet.

D. Advanced skill in drafting legal documents under attorney direction.

E. Highly effective skill to independently prioritize, plan, coordinate, organize, lead and monitor multiple matters of complex nature simultaneously and quickly adapting to changing time frames.

F. Advanced skill to prepare and process litigation as required.

G. Advanced skill to communicate orally and in writing in a logical, persuasive and accurate manner.

H. Advanced skill to work independently, be resourceful and complete assignments from minimal information and under general instructions.

4. Abilities Requirements:

‡ A. ~~Ability to collect delinquent accounts.~~

‡ B. ~~Ability to prepare and process litigation as required.~~

‡ C. ~~Ability to communicate orally and in writing in a logical, persuasive and accurate manner.~~

‡ ~~DA.~~ Ability to communicate effectively on a one-to-one basis or before groups for the purpose of obtaining or providing information.

B. Ability to use initiative and independent judgment within established legal practice guidelines.

C. Ability to anticipate attorney's needs and be prepared with solutions.

D. Ability to read, understand, and apply complex legal documents, contracts, etc.

E. Ability to read, interpret and present information efficiently and effectively.

‡ ~~E. Ability to work independently, be resourceful and complete assignments from minimal information and under general instructions.~~

‡ F. Ability to accurately and thoroughly document and file information.

‡ G. Ability to work under pressure of time and conflicting demands.

H. Ability to prioritize assignments to meet deadlines.

‡ ~~I.H.~~ Ability to work effectively with supervisors, co-workers and citizens. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

6. Physical Ability Requirements

‡ AJ. Ability to sit for extended periods of time.

B. Fine manual dexterity to operate computer and other office equipment in the preparation of documents, reports and databases. Ability to operate a typewriter, calculator, and microfilm reader printer

C. Ability to hear and speak to exchange information.

‡ DJ. Ability to transport oneself to, from, and around worksites.

‡ EK. Ability to occasionally lift and carry presentation materials and equipment weighing up to 10 pounds. perform SEDENTARY WORK (defined as lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets and ledgers).

F. Ability to attend work on a regular basis.

* ~~Essential functions of the classification.~~

‡ ~~Job requirements necessary on the first day of employment.~~

HR: CT	Union: Basic	EEOC: Paraprofessionals	CSB: 20040601	Class No: 3224
WC: 8820	Pay: 131	EEOF: Varies	CC: 20040614	Resolution: 04-0383R