

LEAD PARALEGAL

SUMMARY/PURPOSE

Under supervision of the City Attorney, the Lead Paralegal performs a variety of problem solving, guidance, administrative and support functions relating to the overall operation of the City Attorney's Office; provides paralegal support in the labor and employment law, litigation and legislative areas; does related work as required by the City Attorney or designee; and serves as a primary contact for City departments and external agencies.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class assists in coordinating the daily activities of the City Attorney's Office by planning and directing workflow of the office support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide paralegal support to City Administration on matters involving City bargaining units and labor relations.
2. Research current and proposed Collective Bargaining Agreement language.
3. Draft City proposal for negotiating sessions.
4. Assist City Administration at assigned contract negotiation sessions, help determine negotiation strategy and proposals.
5. Research contract and negotiation history to resolve or recommend resolution of contract interpretation and applications problems.
6. Assist Administration on a broad range of employment issues topics related to recruiting, hiring, discipline, termination, disability, internal investigations, litigation, compliance with federal, state, and local laws and regulations, best practice development and emerging HR issues.
7. Assist City Attorney, Administration, and Elected Officials in legislative matters; research and draft City ordinances, resolutions, pleadings, letters, and other transactional documents as requested.
8. Perform preliminary analysis of legislative issues and research legislative histories.
9. Gather and coordinate compilation of information, materials, documents, reports and evidence necessary to respond to legislation and for agenda preparation.
10. Assist City Attorney and Administration in preparing and processing litigation; investigate and verify all relevant facts and law of cases and search pertinent sources to determine causes of action and to prepare cases.
11. Gather evidence, take statements from witnesses, prepare and file court documents in a proper and timely manner.
12. Prepare exhibits for presentation in court, schedule and coordinate attorney's appearances, and prepare materials for these events.
13. Plan, direct and manage the work activities of legal support staff to maximize office output and efficiency.
14. Assist in developing policies, procedures, and programs to provide for the effective operation of the department's administrative support staff.
15. Serve as department administrator on numerous technology applications and programs; manage user access and security through passwords and permissions; ensure general compliance to maintain the integrity of each application.
16. Assist with budget preparation for the City Attorney's Office.
17. Perform long-term and short-term planning for required administrative program activities to ensure the goals and objectives are achieved.
18. Oversee the purchasing of office supplies and equipment to ensure needed work products are available.
19. Oversee and coordinate processes for file management and document preservation.
20. Train attorneys and support staff in the use of all office systems, including case management system, filing protocols and docket/diary procedures.
21. Provide training, coaching and mentoring for office support employees.

22. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
23. Provide input on decisions regarding the hiring and discipline of personnel.
24. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
25. Other duties may be assigned.

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. Degree or certificate in an accredited post-secondary program as a paralegal, legal assistant, or other related field of study; and three (3) years of increasingly responsible full-time paralegal experience; or
 - B. Five (5) years of increasingly responsible full-time paralegal experience.
 - C. Experience with labor management and employment law preferred.
2. Knowledge Requirements
 - A. Knowledge of the nature of the legal system and areas of legal practice.
 - B. Knowledge of the litigation process in both the state and federal court system, including documents used in instituting and defending lawsuits.
3. Skill Requirements
 - A. Skill in researching legal issues using ordinances, statutes, digests, reporter systems, legal encyclopedias, legal periodicals, and government documents, whether printed or electronic.
 - B. Skill in reading and comprehending complex materials involving legal and technical matters.
 - C. Skill in computer operations and associated software applications utilized by the City.
4. Ability Requirements
 - A. Ability to prepare and process litigation as required.
 - B. Ability to communicate orally and in writing in a logical, persuasive and accurate manner.
 - C. Ability to communicate effectively on a one-to-one basis and before groups for the purpose of obtaining or providing information.
 - D. Ability to work independently be resourceful and complete assignments from minimal information and under general instructions.
 - E. Ability to prepare a variety of reports, policy statements and correspondence utilizing technical and statistical information.
 - F. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - G. 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.
 - H. Ability to maintain confidential information.
 - I. Ability to use good judgment in decision-making.
 - J. Exhibit leadership qualities of dependability and accountability.
 - K. Consistently and independently, prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
5. Physical Ability Requirements
 - A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.

- B. Ability to work under pressure of time and conflicting demands.
- C. Ability to attend work on a regular basis.

HR: LD	Union: Confidential	EEOC:	CSB: 11/10/2020	Class No:
WC:	Pay: 10	EEOF:	CC:	Resolution: