

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Draft pleading, motions and discovery documents for all civil litigation.
2. Manage incoming and outgoing discovery production; including designing and developing documents management data bases.
3. Draft and respond to discovery request and compile documents.
4. Investigate backgrounds of parties and claims involved in litigation.
5. Schedule depositions with all parties, draft subpoenas, prepare exhibits, and summarize resulting deposition transcripts.
6. Obtain records, evidence and witness statements as needed for litigation purposes.
7. Schedule attorney appearances and make travel arrangements when necessary.
8. Maintain master litigation calendar for court hearings, depositions, deadlines, etc.
9. Schedule hearings with court officials.
10. Collect medical records; identify providers, analyze and create record summaries for civil litigation and workers' compensation claims.
11. Analyze technical and engineering documentation and evidence as applicable for civil litigation cases.
12. Arrange for independent medical examinations, draft correspondences to physicians and provide all appropriate medical records and other case documents to submit for the independent medical examination.
13. Interview potential witnesses for all civil litigation, workers' compensation and unemployment claims.
14. Draft affidavits and prepare exhibits.
15. Communicate with clients collecting evidence from city departments.
16. Schedule witnesses for trial/hearings for all civil litigation, workers' compensation, unemployment and bankruptcy cases, and prepare and serve subpoenas or arrange for services.
17. Prepare complex statistical and financial reports to support/defend claims.
18. Arrange for expert testimony for trial.
19. Prepare and organize exhibits for trials and administrative hearings.
20. Provide technology support in court during trials and administrative hearings.
21. Electronically file court documents as required in various branches of court.
22. Investigate all workers' compensation claims and prepare documents required for litigation and manage the full scope of preparing depositions and hearings.
23. Electronically respond to unemployment claims which includes; researching employment history, raising an issue if discrepancies are found, gathering information for appeals, and investigating any reports of inability to perform job duties or employment misconduct.
24. Review and process bankruptcy filings, including preparation of proofs of claim and coordinating interdepartmental information.
25. Monitor the bankruptcy process and submit claims as necessary.
26. Perform computerized and internet legal research and prepare law summaries for attorney review.
27. Research matters as assigned by attorneys and provide legal memo on results.
28. Provide government data practices support.
29. Provide office administration support including; the department budget, document retention schedule, electronic and paper filing system, designing and implementing office procedures, and develop recommendations for improving office functions.
30. Provide training and direction to administrative support staff including; technical support and

- troubleshooting for division presentation system and database software.
31. Perform real property research as requested, including filing or obtaining documents as required.
 32. Perform other related duties as 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. Graduation from an accredited post-secondary program or college/university as a Paralegal or Legal Assistant, plus three (3) years of progressively responsible, verifiable experience in preparing and processing litigation and legal support work; OR a combination of verifiable education and experience equaling six (6) years which demonstrates experience in paralegal or legal support work.
 - B. Experience with complex litigation preferred.
2. Knowledge Requirements
 - A. Advanced knowledge of the nature of the legal system and areas of legal practice.
 - B. Advanced knowledge 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.
 - D. Ability to gain 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.
3. Skill Requirements
 - A. Highly proficient skill in researching legal issues using ordinances, statutes, digests, reporter systems, legal encyclopedias, legal periodicals, and government documents, whether printed or electronic.
 - B. Ability to read, interpret and present complex legal information efficiently and effectively.
 - C. Advanced skill 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.
4. Ability Requirements
 - A. Ability to communicate effectively on a one-to-one basis or before groups for the purpose of obtaining or providing information.
 - B. Ability to communicate orally and in writing in a logical, persuasive and accurate manner.
 - C. Advanced ability to work independently, be resourceful and complete assignments from minimal information and under general instructions.
 - D. Ability to use initiative and independent judgment within established legal practice guidelines.
 - E. Ability to anticipate attorney's needs and be prepared with solutions.
 - 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. 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.
5. Physical Ability Requirements
- A. 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.
 - C. Ability to hear and speak to exchange information.
 - D. Ability to transport oneself to, from, and around worksites.
 - E. Ability to occasionally lift and carry presentation materials and equipment weighing up to 10 pounds.
 - F. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC: Paraprofessionals	CSB:	Class No: 3224
WC: 8820	Pay: 131	EEOF: Varies	CC:	Resolution: