



DATE	May 2016
JOB CODE	
FLSA	NON EXEMPT
EEO	

JOB TITLE: Paralegal
 DEPARTMENT/DIVISION: City Attorney's Office
 REPORTS TO: City Attorney

SUMMARY: Responsible for directly assisting the City Attorney staff, applying knowledge of law and legal procedures in drafting and reviewing documents, researching statutory and case law, assisting in litigation matters, and special projects.

ESSENTIAL JOB FUNCTIONS:

- Draft ordinances, resolutions, contracts, and other legal documents for review; draft contracts of sale, deeds, easements, and other real estate documents; order and review title commitments and surveys preparatory to closing; review, analyze and/or revise prepared contracts, ordinances, resolution and other legal documents.
- Participate in professional service company selection activities for real property acquisition, which includes: soliciting short-term bids from vendors; defining specifications; recommending vendor selections; processing vendor payments; and/or, performing other related activities.
- Dispose of property no longer required for City use through public auctions and abandonment procedures.
- Maintain real estate transaction files and databases.
- Prepare agenda items for City Council consideration of real estate transactions.
- Research statutory and case law using computer based and traditional library resources and provide analysis to attorney on findings.
- Maintain legal library, including ordering and updating books, selecting books after trial period, and investigating books received but not ordered.
- Support City Attorney staff in all stages of civil litigation including drafting pleadings, discovery, motions, deposition, and trial preparation.
- Assist in gathering and preparing evidence and information for trials and hearings.
- Respond to internal and external calls for information on statutes, ordinances, and other City related matters as authorized by supervising attorney.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles, practices and ethics of legal profession
- Knowledge of legal terminology and format
- Skilled in written and verbal communication to a variety of individuals
- Skilled in providing customer service

- Skilled in maintaining records
- Skilled in handling multiple tasks simultaneously
- Skilled in operating a computer and related software applications
- Ability to maintain confidentiality and composure in stressful and sensitive situations

MINIMUM QUALIFICATIONS:

- Bachelor's Degree with coursework in government or law
- 2 years related experience
- Paralegal Certification

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 20 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.