

PARALEGAL

DEFINITION

Under direct supervision of an attorney, performs a variety of paralegal services on behalf of the City.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from City Attorney or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Paralegal is a journey level, specialized class in the City Attorney's Office. Incumbents prepare a variety of legal documents pertaining to civil and criminal litigation, routine contracts and real estate documents, and participate in a variety of administrative proceedings. Incumbents are expected to exercise professional judgment and skill in the performance of duties. Paralegal differs from Senior Paralegal in that incumbents of the latter perform the more complex and difficult paralegal duties and provide lead direction.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Prepares legal documents and pleadings relating to civil and criminal litigation, including proposed interrogatories, replies to interrogatories and summaries of deposition and trial testimony transcripts.

Responds to inquiries regarding case management status and data using a computer terminal for locating information.

Organizes trial documents and exhibits.

Briefs witnesses for trial and administration hearings.

Conducts investigative work, including the interviewing of potential witnesses and the inspection of property relating to a claim or complaint by or against the City.

Participates in show cause, grievance and/or disciplinary hearings.

Represents the City Attorney's Office before administrative hearing officers and/or administrative bodies for administrative appeals.

Assists in enforcement of City codes, regulations and procedures.

Prepares routine contracts, deeds of trust and leases, and performs routine title searches.

Performs legal research of electronic and printed legal resource material and drafts legal memoranda.

Investigates and responds to citizen complaints involving violations of the Fresno Municipal Code and prepares cases for criminal prosecution.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Legal terminology and procedures related to the court system and civil process.

Skill to:

Operate an office computer and a variety of word processing, spreadsheets and other software applications.

Ability to:

Acquire and apply thorough knowledge of government codes and ordinances to assignments.

Conduct research on legal problems.

Present cases before hearing officers and/or administrative bodies.

Exercise sound, independent judgment within general policy guidelines and operating parameters.

Prepare a variety of legal documents.

Prepare clear, concise and comprehensive records, reports, correspondence and other written materials.

Make clear and persuasive oral presentations.

Effectively complete varied assignments within a narrow time frame.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

MINIMUM QUALIFICATIONS

Completion of a paralegal training program from an accredited school, and one (1) year of paralegal experience in a law office.

OR

Completion of one (1) year of juris doctorate course work from a school of law, which included course work in writing and research, contracts and civil procedure.

Special Requirement(s):

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____ DATE: _____
Director of Personnel Services

HJR/05/01/02
Revised SCM:lg 1/12/17