

SENIOR PARALEGAL

DEFINITION

Under direct supervision, performs a variety of complex and difficult paralegal services on behalf of the City.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Attorney or Designee. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Senior Paralegal is an advanced working/lead specialized class in the City Attorney's Office. Incumbents perform complex and difficult paralegal duties which require applying independent judgment to situations, and which may require giving lead direction to other paralegal staff. Senior Paralegals prepare a variety of legal documents pertaining to civil and/or criminal litigation, Public Records Act request responses, complex contracts and real estate documents, and participate in a variety of administrative proceedings. Senior Paralegal differs from Paralegal in that incumbents of the latter perform duties in accordance with established procedures and do not have lead level responsibilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

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

Prepares and responds to complex Public Records Act requests, including reviewing and analyzing records for production.

May plan, assign, and review the work of Paralegals; instructs paralegal staff in work procedures.

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

Organizes trial and/or hearing documents and exhibits.

Briefs witnesses for trial and/or 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 contracts, deeds of trust and leases, and performs 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 and/or criminal process.

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Government codes and ordinances.

Skill to:

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

Ability to:

Conduct research on complex and difficult 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 complex 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 four (4) years of paralegal experience in a law office.

OR

Completion of two (2) years of juris doctorate course work from a school of law, which included course work in writing and research, contracts and civil procedure, and two (2) years of paralegal experience in a law office.

Special Requirement(s):

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

APPROVED: _____ DATE: _____
Director of Personnel Services

NEW CLASS: 1.12.17