

SUPERVISING PARALEGAL

DEFINITION

Under direction, performs supervisory duties and provides a variety of professional, complex and difficult paralegal services on behalf of the City.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Attorney or Designee. Exercises supervision over assigned paralegal staff.

DISTINGUISHING CHARACTERISTICS

Supervising Paralegal is a specialized, supervisory class in the City Attorney's Office. Incumbents perform complex and difficult paralegal duties which require applying independent judgment to situations, and which requires supervising and providing direction to assigned paralegal staff. Supervising Paralegals supervise the preparation of and depending upon assignment may themselves prepare a variety of legal documents pertaining to civil and/or criminal litigation, Public Records Act (PRA) responses, complex contracts and real estate documents, review of highly sensitive and confidential materials, and participate in a variety of administrative proceedings. Supervising Paralegal differs from Senior Paralegal in that incumbents of the latter do not have supervisory responsibilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Supervises, assigns, trains, directs, and evaluates the day-to-day activities of assigned paralegal staff; provides input as to training, duties and evaluation of other support staff as assigned; assures training guidance for staff involved in various aspects of paralegal work; recommends corrective and/or potential disciplinary actions.

Assists in the development and administration of Office policies and procedures within assigned area of responsibility; monitors the efficiency and effectiveness of paralegal workflow.

Performs the most difficult and complex professional paralegal work that may involve both general and specialized issues; handles the most sensitive and confidential matters requiring discretion and legal analysis.

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.

Prepares and responds to subpoenas, including reviewing and analyzing records for production.

May plan, assign, and review the work of Senior Paralegals and Paralegals, and instruct 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.

Prioritizes and assigns work to paralegal staff; ensures efficiency, performance, and quality of work; and develops methods to reduce paralegal service delivery costs.

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.

Legally required or authorized PRA objections, redactions, and exemptions, depending on assignment.

Skill to:

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

Safely operate a motor vehicle.

Ability to:

Supervise the day-to-day paralegal duties of assigned subordinates within the City Attorney's Office.

Deal effectively and diplomatically with City officials, other offices, professional staff, public/private agencies, attorneys, other paralegals, and the general public.

Conduct research on complex and difficult legal problems.

Present cases before hearing officers and/or administrative bodies.

Exercise sound, independent judgment and discretion 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.

Recognize the potential for issues to become high profile and ability to respond timely.

Maintain confidential information.

Evaluate deliverance of paralegal services to determine efficiency and quality of services.

Train, coach, and motivate staff.

MINIMUM QUALIFICATIONS

Completion of a paralegal training program from an accredited school, and five (5) 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 three (3) 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.

Depending on assignment, PRA experience may be required.

APPROVED: (Signature on File) _____ DATE: 09/28/2020
Director of Personnel Services

NEW: JTC:scm: 9/28/2020