

CITY OF ROSEVILLE

PARALEGAL

DEFINITION

To provide paralegal support and assistance to attorneys in the City Attorney's Office; and to perform complex and responsible legal, confidential, and administrative duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney; and technical and functional supervision from the Assistant City Attorney.

Exercises direct supervision over support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Prepare and draft ordinances, resolutions, and contracts; provide paralegal research assistance to members of the City Attorney's Office; research and draft memoranda in response to requests for legal services or inquiries from other City departments including research of case and statutory law.

Review all City staff communications and reports to the City Council before submittal to the City Clerk for agenda preparation; review agreements and supporting documentation for all City departments; review draft contracts, ordinance revisions, and resolutions prepared by City departments.

Review title reports and legal descriptions; prepare easements, and property acquisition documentation; obtain title insurance and prepare sales agreements; coordinate with other City departments, escrow officers, and buyers/sellers.

Review adequacy of insurance certificates and bonds presented by private parties for matters such as subdivisions, agreements, and encroachment permits.

Receive, process, and respond to all subpoenas and public record requests; draft responses to interrogatories; respond to difficult or non-routine inquiries and interpret legal requirements and provisions relative to appropriate legal codes, regulations, precedents, or cases and procedures.

Participate in budget preparation and administration/monitoring; prepare cost estimates for budget recommendations; process bills and payments as assigned.

Receive, process, and monitor the progress of correspondence, memoranda, and other documents through the City Attorney's Office; establish and maintain a wide variety of filing and reporting

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Systems as necessary; develop record keeping procedures; provide associated information to relevant parties; prepare, compile, and type correspondence and related reports.

Plan, prioritize, assign, supervise and review the work of support staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

File and prosecute small claims actions on behalf of the City; represent the City as defendant in small claims court.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of paralegal support functions related to municipal government operations, including zoning, planning, real property, and civil and criminal procedures.

Legal terminology, forms, documents and procedures used in composing, processing, and filing a variety of legal documents and reports.

Methods of legal research and analysis and legal writing and document preparation.

Pertinent local, State and Federal laws, ordinances and rules; applicable court rules, deadlines, and related requirements.

Principles and practices of budget monitoring.

Principles of supervision, training and performance evaluation.

Modern office equipment and systems, including word processing, spreadsheet, and database applications, and automated records management systems.

English usage, spelling, punctuation, and grammar.

Ability to:

Provide paralegal support and assistance to attorneys in the City Attorney's Office.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain

department policies and procedures; explain operations and problem solve office issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Research, analyze, and prepare recommendations related to assigned cases; represent the City in small claims court proceedings.

Organize, plan, prioritize, and assign the work of assigned staff.

Supervise, train and evaluate assigned staff.

Interpret and explain rules, regulations, laws, and pertinent City policies and procedures.

Assist in the development and monitoring of the City Attorney's Office budget.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relations with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience performing support functions in a law office environment.

AND

Training:

A certificate of completion of a paralegal or legal assistant program approved by the American Bar Association or an Associate's degree from an accredited college or university that requires successful completion of a minimum of 24 semester, or equivalent, units in law-related courses. Work experience may not be substituted for the certificate or degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

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09-08-14	
08-25-12	
06-28-03	Paralegal
07-02-02	Paralegal Assistant
02-04-86	
02-04-81	Paralegal