

CLASS SPECIFICATION
Paralegal

FLSA Status: Non-exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs paralegal duties and responsibilities for a diverse legal case load; conducts legal research and drafts documents under the guidance of a Senior Paralegal or attorney; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Paralegals perform difficult and responsible paralegal duties in assisting supervising attorneys in the investigation and analysis of legal claims and the preparation of cases for trial in conformance with stringent court deadlines and complex legal requirements. Paralegals perform basic legal research and draft standard legal and trial forms and documents for review by supervising attorneys. Incumbents serve as paralegal case managers, applying legal and organizational knowledge and skill in managing and controlling exhibits and documents associated with cases.

Paralegal is distinguished from Senior Paralegal in that incumbents in the latter class are responsible for case loads that are substantially larger in size, scope and complexity and involve more diverse areas of the law than those assigned to Paralegals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Conducts legal research and prepares written legal analysis on litigated claims and court cases.
2. Provides operational and staff assistance to assigned attorneys; reviews and investigates factual matters and claims related to legal cases; schedules witness testimony, medical conferences and deposition of witnesses; interviews witnesses; summarizes findings and organizes by issue and claim; negotiates settlements within parameters established by the City Attorney.
3. Sets up case files and prepares requests and other documentation; prepares witnesses; prepares exhibits for hearings; analyzes opposing party discovery requests and drafts responses within deadlines; drafts pleadings, motions, statements and a wide variety of other documents for attorney review; prepares exhibit lists and witness statements; researches and drafts jury instructions; sets up

appeal files; corresponds with bureaus to arrange interviews of witnesses and obtain evidence; summarizes deposition testimony; and corresponds with opposing counsel with supervising attorney's approval.

4. Provides written legal analysis and recommendations on litigation cases and claims.
5. Assembles and maintains a master document index and master set of all documents for each case; assigns document control numbers; develops privilege logs; supervises document review and production of documents to opposing counsel.
6. Assembles and prepares trial notebooks and exhibits; attends pre-trial conferences and participates in trial exhibit management discussions.

OTHER DUTIES

1. May sit as second chair during state and federal trials to take trial notes and coordinate trial witnesses and exhibits.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of civil and administrative law applicable to practice as a paralegal.
2. State and federal court procedures, rules of evidence and burden of proof issues.
3. Interview techniques and methods.
4. Methods, practices, procedures and requirements for drafting a wide variety of motions, pleadings, statements and other legal documents.
5. Methods and techniques of legal research and investigation.
6. Principles and practices of legal communication.
7. State law governing the maintenance and disclosure of public records.
8. Courtroom and hearing procedures and legal courtesies.
9. Standard legal forms and documents and their uses and formatting requirements.
10. Community agencies and resources related to assigned cases.
11. Legal requirements applicable to the maintenance and retention of employee benefit record keeping.

Ability to:

1. Conduct legal research and analyze factual and legal claims and issues.
2. Draft a wide variety of legal documents competently, ensuring that they meet all legal requirements and deadlines.
3. Present statements of fact, law and basic argument clearly, logically and concisely.
4. Analyze discovery requests, identify legal objections, determine documents responsive to requests and prepare discovery responses in accordance with federal and state legal requirements.
5. Read, interpret and apply statutory and legal requirements to the investigation and preparation of cases for trial.
6. Work independently, set priorities and organize work to accomplish complex tasks efficiently within stringent deadlines.
7. Organize, coordinate and manage large volumes of exhibits and case documents effectively and without error.
8. Communicate effectively, orally and in writing.
9. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
10. Develop and maintain effective working relationships with supervising attorneys, officers of the court, litigants and their attorneys, complainants and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, completion of a Paralegal training program and three years of progressively responsible paralegal experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

A valid State of Oregon Paralegal certification, or its equivalent in demonstrated expertise and experience gained in working as a paralegal in a law firm or governmental law office.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0709 PARALEGAL ASSISTANT. Adopted: 09-12-90; Revised: 07-01-92, 08-05-93

June 2009 - Change Job Class number from 7477 to 30000593, due to system change.