

CLASS SPECIFICATION
Paralegal Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, supervises a small to moderate-sized staff; performs a broad range of paralegal duties and responsibilities for a highly complex case load; provides training and guidance to Paralegals and Senior Paralegals; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Paralegal Supervisor is a single incumbent classification that performs difficult and responsible paralegal duties and supervises the work of paralegal staff. The Paralegal Supervisor is expected to provide supervision and technical direction on a wide range of paralegal issues and to work independently, applying legal and organizational knowledge and skill in managing and controlling large volumes of exhibits and documents associated with cases.

A Paralegal Supervisor is distinguished from the Senior Paralegal in that an incumbent of the former class is responsible both for supervising paralegal staff and performing a variety of complex and difficult paralegal tasks.

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. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, and human resources policies.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations;

provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans, schedules, coordinates, supervises and evaluates the day-to day activities of assigned staff.
5. Conducts legal research and prepares written legal analysis and recommendations on litigated claims and court cases.
6. Provides operational and staff assistance to assigned attorneys; reviews and investigates factual matters and claims related to legal cases; assists attorneys in identifying who witnesses are and which depositions to take; interviews witnesses; summarizes findings and organizes by issue and claim; assists attorneys in negotiating settlements within parameters established by the City Attorney.
7. Prepares requests, case files 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 obtain evidence; summarizes deposition testimony; and corresponds with opposing counsel with supervising attorney's approval.
8. 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.
9. Assembles and prepares trial notebooks and exhibits; attends pre-trial conferences and participates in trial exhibit management discussions.
10. Sits 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.
12. Principles and practices of effective supervision.
13. City human resources policies and administrative rules.

Ability to:

1. Plan, supervise and coordinate the work of assigned staff.
2. Evaluate work processes and recommend and implement improvements.
3. Conduct legal research and analyze factual and legal claims and issues.
4. Draft a wide variety of legal documents competently, ensuring that they meet all legal requirements and deadlines.
5. Present statements of fact, law and basic argument clearly, logically and concisely.
6. Analyze discovery requests, identify legal objections, determine documents responsive to requests and prepare discovery responses in accordance with federal and state legal requirements.
7. Read, interpret and apply statutory and legal requirements to the investigation and preparation of cases for trial.
8. Work independently, set priorities and organize work to accomplish complex tasks efficiently within stringent deadlines.
9. Organize, coordinate and manage large volumes of exhibits and case documents effectively and without error.
10. Communicate effectively, orally and in writing.

11. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
12. 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 five years of progressively responsible paralegal experience; or an equivalent combination of training and experience. Experience in a civil litigation environment is highly desirable.

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 depend, 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: 03-29-07 New classification Paralegal Supervisor 7470 created

June 2009 - Change Job Class number from 7470 to 30000830, due to system change.