

City of Portland

## CLASS SPECIFICATION

### PARALEGAL

[**CLASS CODE**]

[**ESTABLISHED DATE**]

#### **CLASSIFICATION SUMMARY**

Reports to a Paralegal Supervisor. Under general supervision of assigned attorneys, independently provides legal support to City Attorneys in the City Attorney's Office.

Responsibilities include: organizing and managing case files; obtaining, coding, and maintaining documents; drafting and responding to discovery requests; developing, updating, and maintaining document logs and databases; assisting attorneys with litigation matters. Responsibilities are moderate in scope, allow for some degree of discretion, and are evaluated in terms of overall legal and cost effectiveness.

#### **DISTINGUISHING CHARACTERISTICS**

Paralegal is a distinct classification.

Paralegal is distinguished from Paralegal Supervisor in that the latter is responsible for supervising the paralegal staff in addition to performing difficult and complex paralegal work.

Paralegal is distinguished from the Legal Assistant series in that the former provides advanced legal support to Attorneys, including independently drafting legal documents and performing case preparation.

#### **ESSENTIAL FUNCTIONS**

Depending on the assignment, and under direction from supervising attorney, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Organize and maintain case files; update legal case management software; identify deadlines and critical dates and notify relevant parties; prepare, maintain, and update logs and databases; review and update legal holds.
2. Collect, organize, and maintain documents applying knowledge of public records laws, state and federal court rules and procedures, and Office protocols; create and maintain document databases.
3. Review discovery requests received from opposing parties; obtain requested documents and information from within and outside the City; draft responses and protective orders; prepare log of privileged documents; coordinate viewing of physical evidence with opposing parties.
4. Draft discovery requests; review documents and information provided by opposing parties; draft correspondence to opposing counsel outlining deficiencies; draft subpoenas and motions to compel; code and add documents to database.
5. Research and investigate issues, persons of interest, case law, and information to support case; identify, locate, and interview witnesses; monitor related civil and/or criminal cases; coordinate pre-deposition and deposition appearances; summarize depositions; identify parties who may have relevant documents; identify, contact, and coordinate court appearance of experts; prepare summary of information obtained from investigation and/or research.

6. Draft various documents; including correspondence, pleadings, witness affidavits, factual portions of memorandums in support of motions, and cost analyses.
7. Assist with special projects, such as developing, designing, and updating Citywide software to track public records requests; training users; recommending standards and developing policies and practices for responding to public records requests.
8. Perform activities related to the unique goals and responsibilities of the assigned Practice Group; develop, design, and update programs, practices, and processes; train users.
9. Assist attorneys at meetings, depositions, trials, arbitrations, and hearings.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by a Paralegal Supervisor and under direction of assigned attorneys.

This classification has no supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Thorough knowledge of federal, state, and municipal statutes, regulations, and ordinances.
2. Thorough knowledge of civil and administrative law practices, court procedures, rules of evidence, public records laws and practices, and courtroom hearing procedures.
3. Advanced skill in research and investigation, factual analyses, interview techniques, problem-solving, project management, and organization and maintenance of files and cases.
4. Ability to apply principles and practices of civil and administrative law.
5. Ability to draft motions, pleadings, statements, and other legal documents, and to identify legal objections.
6. Ability to research legal issues using digital tools, libraries, professional resources, Oregon Revised Statutes, City Code and Charter, historical City Attorney opinions, and other legal publications.
7. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
8. Ability to communicate effectively, both verbally and in writing; prepare clear, concise, and comprehensive legal correspondence and a variety of legal documents.
9. Ability to utilize City-specific technology and general office software, specifically litigation software.
10. Ability to work under pressure and prioritize conflicting requests, workloads, and deadlines.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** High school diploma or GED, and completion of a paralegal training program;

AND

**Experience:** Four (4) years of paralegal experience.

#### **Special Requirements and/or Qualifications:**

A valid state driver's license may be required for some positions.

A State of Oregon Paralegal certification or its equivalent.

**Preferred Qualifications:**

Bachelor's degree from an accredited college or university.

Notary Public for State of Oregon.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: