

City of Portland

CLASS SPECIFICATION
PARALEGAL SUPERVISOR

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Manager. Under general supervision, independently provides legal support to City attorneys and supervises Paralegal staff in the City Attorney's Office.

Responsibilities include: supervising the workload of the organizational unit; assigning work to subordinate staff; overseeing staff activities to ensure achievement of goals and objectives; coordinating and supervising programs and functions; 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 broad in scope, allow for discretion, and are evaluated in terms of overall legal and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

Paralegal Supervisor is a supervisory classification.

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

Paralegal Supervisor is distinguished from the Supervisor series in that the former supervises subordinate employees within the City Attorney's Office whose primary responsibilities focus on matters of law.

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. Recruit, hire, schedule, assign work to and supervise staff, including volunteers and casual/seasonal employees.
2. Assist with the oversight related to performance requirements and personal development targets for staff; provide instruction for performance improvement and development; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
3. Provide ongoing assistance, direction, and leadership, and create a positive and supportive work environment; promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
4. Organize and maintain case files; update legal case management database; identify deadlines and critical dates; notify relevant parties; prepare, maintain, and update logs and databases; review and update legal holds.
5. Schedule, prepare and attend monthly paralegal meetings; train new and existing procedures to employees; attend trainings regarding updated court programs, rules, and procedures.
6. 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.

7. Review discovery requests received from opposing parties; obtain requested documents and information from within and outside of the City; draft responses and protective orders; prepare log of privileged documents; coordinate viewing of physical evidence with opposing parties.
8. 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.
9. 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.
10. Draft various documents, including correspondence, pleadings, witness affidavits, factual portions of memorandums in support of motions, and cost analyses.
11. Perform activities related to the unique goals, and responsibilities of the assigned Practice Group; develop, design, and update programs, practices, and processes; train users.
12. 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 Manager and under direction of supervising attorneys.

This classification directly supervises a minimum of four (4) employees, including Paralegal positions.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles and practices of leadership, current business communication, public administration, and program evaluation.
2. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
3. Thorough knowledge of federal, state and municipal statutes, regulations, and ordinances.
4. Thorough knowledge of civil and administrative law practices, court procedures, rules of evidence, public records laws and practices, and courtroom hearing procedures.
5. Advanced skill in research and investigation, factual analyses, interview techniques, problem-solving, project management, and organization and maintenance of files and cases.
6. Ability to apply principles and practices of civil and administrative law.
7. Ability to draft motions, pleadings, statements, and other legal documents, and to identify legal objections.
8. 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.
9. 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.
10. Ability to communicate effectively, both verbally and in writing; prepare clear, concise, and comprehensive management reports, legal correspondence, and a variety of legal documents.
11. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to utilize City-specific technology and general office software, specifically litigation software.
13. 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: Associate's degree from an accredited college or university, and completion of a paralegal training program;

AND

Experience: Five (5) years of progressively responsible paralegal experience including two (2) years in a supervisory role.

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: Exempt

HISTORY

Revision Dates: