

CITY OF MILPITAS
EFFECTIVE: 12/11/07
EEOC: Admin
FLSA: Non-Exempt
UNIT: LIUNA
Confidential
PHYSICAL: 1

PARALEGAL

DEFINITION

Under general direction of the City Attorney, provide a variety of complex and highly responsible paralegal and administrative support duties in the Office of the City Attorney.

DISTINGUISHING CHARACTERISTICS

This is a single position classification and is responsible for administration and coordination of daily office operations in the City Attorney's Office. This class is characterized by the responsibility to provide paraprofessional support to the City's legal department by researching, analyzing and reporting on legal cases, issues and questions at the direction of professional staff and reviewing contracts and other legal documents. Incumbents work independently to plan, organize, and complete assignments, which are reviewed upon completion.

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

Prepare documents, including confidential documents, memos, correspondence, pleadings and other legal documents for litigation and administrative hearings.

Compile materials and assist in the preparation of contracts, leases and various permits.

Process basic and complex court documents requiring knowledge of legal procedures, format, and terminology in accordance with federal, state and local rules.

Perform legal research, draft legal memos and determine applicable law regarding municipal functions.

Assist in drafting ordinances and resolutions for consideration by City Council and coordinate the finalization of such documents with the City Clerk after Council action.

Coordinate the routine operations of the Office of the City Attorney which may involve the direction of others, perform administrative detail work and maintain appropriate records and statistics.

EXAMPLES OF DUTIES (Cont'd)

Review agenda request items to determine need for document preparation and secure backup documentation from City staff as needed.

Maintain and coordinate updating of the Municipal Code, Standard Operating Procedures (SOP), Memorandum of Understanding (MOU) and municipal forms.

Review incoming documents to determine time limits in processing of responses and maintain tickler files.

Provide preliminary review of incoming legal documents and make recommendations, as appropriate.

Monitor departmental expenditures for litigation.

Respond to inquiries and requests for information from the public and City staff.

Adhere to customer service philosophy and demonstrate skill in establishing a strong and positive image of department and City.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods of legal research
- Legal procedures, terminology, forms and documents
- Organization, procedures, and operating details of a municipal government
- Court rules relating to preparing and filing legal documents

Ability to:

- Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities
- Work cooperatively with other departments, City officials, and outside agencies
- Interpret and apply administrative and departmental policies and procedures
- Conduct researches independently and make logical recommendations
- Communicate clearly and concisely, both orally and in writing
- Deliver quality and timely customer service
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Exhibit a high level of organizational skill and professional responsibility in conduct of job duties

EXPERIENCE AND EDUCATION

Experience: Two to three years of increasingly responsible administrative experience in a public or private law office.

Education: Completion of a Bachelor's degree in Administration Justice Studies or a closely related field or a Paralegal Certificate from an institution approved by the American Bar Association.

LICENSE AND CERTIFICATE

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS:

Essential duties requires the following physical abilities and work environment.

Ability to work in a standard office environment, ability to attend night (evening) meetings, and ability to travel to various locations within and outside the City of Milpitas.

Approved by:



City Attorney



Human Resources Director

12/18/07

Date

12/18/07

Date