

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Paralegal	Job Code: 4112
Date: November 16, 2016	EEO Code: PR
FLSA Designation: Non-Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is a professional paralegal position responsible for conducting legal research and analysis and preparing associated documents in support of the City's Legal Department.

CLASSIFICATION STANDARDS: Positions assigned to this class are responsible to the City Attorney or a designated supervisor and perform all assigned tasks under his/her general direction. The work of this class is distinguished by its responsibility to independently conduct legal research and analysis and render a legal opinion.

ESSENTIAL DUTIES: Draft formal and routine legal documents including but not limited to petitions, subpoenas, notices to appear, motions, continuances, pleadings, stipulations, orders, resolutions, pre-and-post-trial statements, letters, memoranda of understanding, contracts, etc.; prepare various discovery documents such as interrogatories and deposition statements and respond to requests for production of documents; refer individuals to proper agency or attorneys.

Conduct legal research and analysis on a wide variety of legal issues; prepare legal briefs and opinions; perform discovery research under the direction of an attorney; prepare trial folders and notebooks for use by attorneys including preparing, organizing, and tracking file content and summaries, and cross-indexing relevant facts, evidence, and other critical documents; assist with case preparation as needed; perform court record research.

Maintain spreadsheets and files of claims against the City; prepare calendars for hearings, trial dates and other case management requirements to determine informational needs and to address critical deadlines; schedule progress of cases and set hearings; maintain master litigation and document control system, including organizing proceedings, correspondence, research materials, and exhibits; assist attorneys in complying with court rules of procedures for filing briefs; manage bail forfeitures; interact with the public regarding claims; perform other related duties as needed.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and three (3) years of experience conducting legal research and preparing legal documents; **OR** an equivalent combination of job-related education and/or experience that demonstrates an ability to perform the essential duties of the position [substituting each year of post-secondary education/training for six months of experience].

License(s). Must possess a valid, lawful driver's license and certification as a Paralegal.

SELECTION FACTORS: *Knowledge of:* Legal terminology and modern legal office practices and procedures; court practices, procedures, organization, and jurisdictional requirements of the Utah Court System; applicable formats and protocol for a variety of court and legal documents; basic English composition, spelling, and grammar; related laws, codes, rules and regulations governing functions of the position. *Skill in:* conducting independent legal research and writing legal briefs; operating modern office equipment; multiple computer applications and programs

including spreadsheets; organizing multiple projects simultaneously; practicing behaviors that build trust with others. **Ability to:** create and/or process complex legal documents; maintain complex filing systems; perform work with speed and accuracy; access and search various database programs; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; develop and maintain effective working relationships with the public, coworkers, and superiors; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer terminal, typewriter, word processing and spreadsheet software, on-line search engines and databases, fax machine, copy machine, recording equipment, microfiche, telephone, and other office equipment as needed.

PHYSICAL DEMANDS: Typically sit at a desk or table; regularly walk, stand, or stoop; occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; use tools or equipment requiring a high degree of dexterity; work for sustained periods of time maintaining concentrated attention to detail; exposure to stressful situations including strict deadlines, broad objectives, and dealing with individuals in highly emotional states.

ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards present. Occasional exposure to high-stress situations, including contact with the public in confrontational or uncomfortable circumstances.

Robert D. West

Department Director

11-9-2016

Date

[Signature]

Mayor/Chief Administrative Officer

11/16/16

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.