

CITY OF HELENA



Position Title: Paralegal

Department: City Attorney

Position #: 13504

Grade: 140

EEO Category: (05) Para Professional

FLSA: non-exempt

EEO Function: (15) Other

Work Comp Code: 8743

DEFINITION

Under direction of the City Attorney, performs a variety of professional duties involved in assisting attorneys in providing a full range of legal services related to municipal government operations; to draft and preliminarily review legal documents; to assist in budget preparation; to oversee general administrative operations and functions of the office; and to provide information, direction, and assistance to staff, other departments, outside agencies, and the general public.

SUPERVISION RECEIVED

Supervised by City Attorney.

SUPERVISION EXERCISED

May exercise direct supervision over lower level secretarial and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide professionally recognized paralegal assistance to attorneys including: preparation of draft pleadings, briefs, motions, proposed court orders, conduct legal research, interview witnesses, and prepare drafts of deeds, agreements, ordinances, and resolutions.

Review and analyze reports from other departments requesting ordinances, resolutions, agreements and other legal documents; determine type of document needed, obtain necessary information; and prepare draft document.

Receive, review and analyze department requests for enforcement of city code violations; instigate investigation when necessary; draft letters of notice of violation; recommend to attorney appropriate enforcement action and draft appropriate enforcement documents.

Gather police reports from Records Management System, protect the confidentiality of these reports and make them timely available for use in criminal prosecutions.

Maintain a secure and efficient filing system for files for criminal prosecutions.

Research, review and understand property descriptions from previously recorded instruments, plats and certificates of survey; understand difference between types of deeds, easements and other transfer instruments; select and draft appropriate type for use; prepare closing documents for land transactions.

Do preliminary review of agreements prepared by other departments for appropriateness, accuracy, and compliance with legal requirements, City policy and provision of adequate liability insurance and workers' compensation coverage.

Receive and review requests from other departments for civil collection of debts owed City; implement initial collection actions; recommend and prepare appropriate court pleadings and documents; coordinate service of process on collection action; monitor status of civil actions and prepare judgments, research, prepare documents, and monitor executions on property for satisfaction of judgments; collect, receive, account for and disburse payments, and judgment collections to appropriate department.

Important & Essential Duties cont.:

Assist in the preparation and monitoring of the office's budget including analysis and determination of annual budget needs and determining expenditure and revenue requests for designated accounts; monitor expenditures verifying fund balances and proper accounts of the approved budget.

Participate in planning and policy development for office; collect, analyze, and compile material for review and analysis; provide recommendations for changes in office policy, or procedures to improve efficiency and cost effectiveness of operations.

Participate and assist in the administration of the office; plan, organize, and oversee records management and retention schedules; recognize, maintain and safeguard confidential information; recommend improvements in workflow, procedures, and use of equipment and forms.

Perform administrative details; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Serve as a primary resource and information source regarding office policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge, and interpretations are utilized; resolve complaints; refer caller to appropriate source as necessary.

Direct, coordinate, and review the work for assigned staff; meet with staff to identify and resolve problems; train assigned staff; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Assist in a variety of office operations; coordinate, supervise, monitor, and participate in meetings, special projects, assignments and activities; maintain control files on matters in progress and expedite their completion; serve on committees as assigned.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; perform varied and responsible administrative duties involved in the processing and completion of administrative operations for the office.

Coordinate activities with other departments, divisions, the public and outside agencies;

Oversee maintenance of calendar of appointments for the office and its staff; arrange meetings, conferences and other functions for the attorneys.

Oversee and prepare, review, and process claims; validate coding of claims; prepare for appropriate signature.

Oversee and order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders; contact vendors and suppliers as needed; maintain related records.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and accidents immediately to the supervisor. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic operational characteristics, services and activities of a municipal law department.

Basic organization, duties, and authority of City government and the City Attorney's Office.

Principles and applications of civil, criminal and administrative law.

Basic understanding of workings of courts and filing of court pleadings.

Methods of legal research.

Office and administrative management principles.

Principles and practices of budget development, and administration.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of legal writing.

Principles and procedures of record management and retention.

Skill to:

Operate modern office machines and equipment including personal computers, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing, spreadsheet, database, and other computer software applications.

Keyboard and enter data at a speed necessary for successful job performance.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Prepare and administer budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Independently prepare draft legal documents, correspondence and memoranda.

Plan and organize work to meet schedules and deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment

Ability to work in a standard office environment. Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Requires the ability to move or lift documents and materials weighing up to 30 pounds. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible administrative assistant, paralegal, legal secretary or related experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and course work as paralegal, legal secretary or a related field.

License or Certificate:

None.

After reading this job description, as of this date, would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____