SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Paralegal

Revision Date: 1/07
EEO Function: Financial Administration

EEO Category: Paraprofessional
Status: Non-Exempt
Control No: 30304

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the City Attorney or Deputy City Attorney, performs activities related to legal research and discovery; prepares documents and obtains relevant records for the prosecution of pertinent cases; assists in providing education and training in court procedures and policies.

III. Essential Duties

- Performs legal research and discovery under direction of attorneys. Obtains copies of pertinent cases, analyzes the cases and prepares inter-office memoranda. Performs claim and litigation research. Assists in answering interrogatories and requests for various discovery needs. Digests depositions, organizes litigation pleading, correspondence, research materials and exhibits.
- Drafts ordinances, resolutions, pleading, letters, inter- office memos and update contracts.
- Prepares and maintains table of contents and index system for City ordinance book for easy reference.
- Coordinate and assist outside counsel in gathering information.
- Manages collections service for utility billing, treasurer's office and collection of large judgements under direction of attorneys. Prepares letters and pleading, schedules progress of cases, sets hearings, etc.
- Assists attorneys in complying with court rules of procedure for filing briefs.

IV. Marginal Duties

- Organizes and maintains litigation files.
- Maintains calendar for filing deadlines, hearings, and trial dates and other case management requirements.
- Familiar with court rules procedures.
- Informs individuals whose problems cannot be handled by the City Attorney's office of the proper agency or individual to contact.
- Perform other duties as assigned

V. Qualifications:

Education: Certificate of completion from a recognized paralegal program.

Experience: One year of related government legal experience.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Court procedures and policies, state statutes, municipal ordinances and court interpretation; working knowledge of legal research methods, English usage, basic writing skills, spelling and vocabulary; word processing and computer equipment and software.

Responsibility for: Confidential legal information that should not be disclosed to others because it may be

damaging to others, the City itself, or cause other related problems.

Communication Skills: Glean relevant information to inform enforcement personnel and the public regarding City ordinances and court procedures and to develop and compose legal pleading and correspondence.

Tool, Machine, Equipment Operation: Regular computer use is required with ability to operate mainframe system and word processing software; regular use of printer, telephone, fax machine, and copier machine to copy legal documents; frequent use of scanner machine.

Analytical Ability: Analyze facts, case law, and statutes; apply knowledge of law and legal procedures in drafting legal documents; order work, plan and complete assignments under high volume of work and short term deadlines; coordinate processing of court actions with attorneys and support staff; prepare statistical reports; deal with highly confidential information; develop, design, and input wordprocessing and computer applications.

VI. Working Conditions:

Moderate pressure and fatigue are present in this position due to moderate exposure to stressful situations and deadlines; constant attendance is required; work assignments are broad and performed with frequent communication with superiors because of the variance of tasks performed; a moderate amount of muscular exertion, including stooping and kneeling, is required; a constant amount of seeing is required to perform case research, and prepare legal documents and case reports; constant talking and hearing are necessary to deal with the public and enforcement personnel.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____