

PARALEGAL

JOB DESCRIPTION

Classification Responsibilities: A Paralegal is responsible for performing legal work of moderate difficulty and assisting attorneys in case preparation and processing in the *City Attorney's Office* or the *Police Department Legal Unit*. This class is responsible for performing legal tasks routinely handled by attorneys and assisting in the coordination of case activities from initial assignment to conclusion. This class performs related duties as required.

City Attorney's Office Assignment: Includes analyzing case documentation and summarizing depositions, interviews, interrogatories, and other case documents; assembling necessary information for legal proceedings; drafting written discovery requests, responses, and occasionally portions of legal opinions and briefs; recording and monitoring case activities for compliance with legal time constraints; and interviewing witnesses and clients to obtain or clarify case preparation information.

Police Department Legal Unit Assignment: Includes reviewing case records and compiling and/or assembling necessary information; researching information for cases and placing the information into the proper format; analyzing and organizing facts and evidence and presenting the material in written format; reviewing files for presence of appropriate documents; responding to discovery requests in a timely manner; updating disclosures as additional evidence or documents are located; organizing and reviewing trial files, asset forfeiture cases, and Equal Employment Opportunity Commission (EEOC) claims; and reviewing policies and new legislation as a part of the discovery process.

Distinguishing Features: This class is distinguished from the Legal Support Assistant II class by the technical knowledge and experience that is required to perform the job. Work requires the exercise of initiative and independent judgment. This class is supervised by the Legal Office Supervisor in the City Attorney's Office or by the Police Staff Attorney in the Police Department who reviews work through conferences, meetings, written reports, and overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in a related field, or certificate of completion from an accredited college or technical school as a Legal Assistant or Paralegal. Two years of experience in a law office or legal setting under direction of an attorney involving specifically delegated legal work.

Special Requirement. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required (*Police Department Legal Unit Assignment*).

Substance Abuse Testing. *Police Department Legal Unit Assignment:* Due to the safety and/or security sensitive nature of the assignment, individuals in this classification assigned to the Police Department shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with an Associate's Degree in Legal Assisting or Paralegal, and/or Certified Legal Assistant (CLA) certification is preferred. Word processing skills and experience with personal computer (PC) software applications (example: spreadsheet, database) are highly desirable. ***City Attorney's Office Assignment:*** Graduation from an accredited college or university with a Bachelor's Degree and/or certification as a Paralegal is preferred. Computer database research skills including court and social media sources are desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, City employees, and legal professionals. Deals tactfully and courteously with the public, including citizens making complaints or requesting service, provides necessary information, and follows through on problems. Compiles information and assembles various legal materials from files or obtains additional information by telephone or letter. Analyzes and investigates evidentiary problems and summarizes information in a detailed written form. Drafts written motions, discovery requests, responses, and occasionally portions of legal opinions and briefs.

Manual/Physical: Reviews, organizes, and indexes pleadings, discovery, and other pertinent legal documents for litigation files. Reviews case records and assembles necessary information for legal proceedings. Establishes case files and organizes records and documentation. Meets scheduling and attendance requirements.

Mental: Assists attorneys with legal research by locating applicable precedents, legal opinions, and statutes. Assists with trial preparation to include organization of exhibits, deposition abstraction, and witness notification. Reviews case records and assembles necessary information for legal proceedings. Composes pleadings, discovery requests, responses, and occasionally portions of legal opinions and briefs.

Knowledge/Skills/Abilities: (*common to all assignments*)

Knowledge of:

principles and practices of the legal system including courts, statutes, and ordinances;
legal terminology, principles, precedents, and procedures;
procedures and methods of discovery, disclosure, case analysis, and trial preparation and assistance;
methods of legal research and drafting legal documents;
investigative and interviewing methods and techniques; and
legal time constraints and deadlines imposed by law.

Skill in:

analyzing facts and applying legal principles;
exercising good judgment and applying legal ethics in making decisions; and
designing and maintaining efficient systems for case management.

Ability to:

organize facts in a clear, logical form;
analyze situations carefully and adopt an effective course of action;
maintain confidentiality and security of records and information;
communicate clearly and concisely, both orally and in writing; and
establish and maintain effective working relationships with other City employees, legal professionals,
support staff, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-LEG
INCREMENTS 55-200

PAY GRADE: 47
IND-8820
SWORN-No