



CLASSIFICATION DESCRIPTION

TITLE: PARALEGAL

JOB CODE: 15 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is to provide highly complex and specialized administrative support to the City Manager's Office compiling, drafting, and evaluating legal proposals and resolutions. Employees in this job classification function at a journey professional level and are responsible for ensuring the accuracy of databases, and legal files. Work includes providing organizational and investigative assistance to professional legal staff for the City Manager's Office, and to maintain the integrity and confidentiality of legal matters. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Contributes proficient understanding of complex legal issues pertaining to City ordinances in order to provide detailed administrative assistance in the compiling, drafting, and evaluating of legal issues.
- Provides skilled legal assistance to the City Manager's Office and other departmental staff with specific legal inquiries.
- Requests, obtains and reviews critical information from sources such as executive staff, various departmental management and senior staff; numerous government agencies and administrators, e.g., city, state; police department, fire department.
- Generates highly complex and specialized correspondence, articles, memos, agendas, orders, reports, manuals, or other legal materials; prepares and completes legal notices, contracts, applications, and other legal forms.
- Investigates case law to determine causes of action and prepare supporting data accordingly.
- Researches and compiles data for complex and highly sensitive legal matters; reviews legal documents and reports for the purpose of ensuring accuracy, and conformance with legal form.
- Researches and analyzes law from various sources, e.g., statutes, recorded judicial decisions, legal articles, legal codes.

- Obtains necessary files, documentation, and reports for litigation, e.g., statements, medical records for personal injury actions; contacts witnesses and obtains initial witness statements.
- Compiles, maintains and verifies accuracy of informational databases, court dockets and legal files; ensures comprehensive information of case files on pending proposals and resolutions.
- Schedules and coordinates litigation demands and responses.
- Coordinates and maintains legal resource materials, e.g., legal library, computer databases, case files.
- Tracks the progression of resolution process to ensure all legal requirements and informational needs are met.
- Reviews, edits and approves Legistar Agenda items and attachments for meeting agendas.
- Performs related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

- An associates degree in Legal Assistance from an accredited college or university, plus (2) years of legal experience; or,
- Certification by the National Association of Legal Assistants, plus two (2) years of legal experience; or,
- Completion of an American Bar Association (ABA) approved program of education and training for legal assistants, plus two (2) years of legal experience;

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand, follow and provide written and oral instructions.
- Skill in clearly communicating information both verbally and in writing.
- Expert knowledge of legal terminology and subject matter applicable to the job.
- Considerable knowledge of case record keeping practices.
- Skill in preparing complex correspondence, summaries and reports in a clear and concise manner.
- Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files, ability to learn job specific computer software applications.

- Skill in establishing and maintaining effective working relations with all levels of employees, management and the general public.
- Ability to prioritize and work independently to carry out assignments to completion.
- Skill in performing duties with a professional and cooperative work ethic; ability to maintain the integrity and confidentiality of sensitive legal matters.
- Ability to work flexible hours necessary for the efficient operation of the department.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; talk or hear; and lift and/or move up to 10 to 20 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.