

PARALEGAL II

DEFINITION

To perform a variety of highly responsible and complex analytical, administrative, and paralegal support including performing legal research; drafting of legal documents; drafting and managing correspondence, maintaining detailed files, assisting in managing claims by the City or against the City; preparing and filing court pleadings, preparing staff reports, resolutions and ordinances; reviewing and drafting contracts; and providing specialized administrative support to the City Attorney.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the two-level specialized professional legal support Paralegal class. Incumbents initially perform the full range of duties assigned to positions in this class and work under supervision of the City Attorney. Paralegal II is distinguished from the Paralegal as the II level incumbents are expected to perform assigned duties with greater independent judgement and increasing responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Prepare and draft ordinances, resolutions, and contracts; provide paralegal research assistance to the City Attorney; research and draft memoranda in response to requests for legal services or inquiries from other City departments including research of case and statutory law.
- Review agreements and supporting documentation for City departments; review draft contracts, ordinance revisions, and resolutions prepared by City departments.
- Receive, process, and respond to subpoenas and public record requests; draft responses to interrogatories; respond to difficult or non-routine inquiries and interpret legal requirements and provisions relative to appropriate legal codes, regulations, precedents, or cases and procedures, subject to oversight and supervision by the City Attorney.
- Receive, process, and monitor the progress of correspondence, memoranda, and other documents through the City Attorney's Office; establish and maintain a wide variety of filing and reporting systems; develop record keeping procedures; provide associated information to relevant parties; prepare, compile, and type correspondence and related reports.

- Assist the City Attorney to handle claims by the City or against the City; maintain claim logs; and process claims under the direction of the City Attorney and joint risk pool/claims adjuster.
- Prepare and file court pleadings based on use of templates: communicate with Court officials including defense attorneys, District Attorney's Office, and Probation Officers.
- Prepare staff reports, resolutions and other legal documents; prepare agenda items; request records and files and other data; scan or make copies, gather and compile documents and other supporting materials.
- Process contracts and insurance paperwork submitted for execution based on use of a prepared checklist; contact insurance companies; and perform related assignments as assigned.
- Process and compile budget requests; process and recommend expenditure requests for designated accounts; manage and process payments of invoices and process payroll information as assigned.
- Perform a variety of highly responsible and complex analytical and administrative duties including to function as a receptionist; greet visitors to the office; answer and screen calls; take messages; manage correspondence, maintain detailed records and files, conduct legal research and analysis, and related tasks.
- Make travel arrangements; schedule conference rooms; maintain calendar of proceedings and other critical dates; arrange for video conferences and continuing education opportunities; calendar and coordinate meetings; maintain the law library; process mail; notarize or arrange for documents to be notarized as requested.
- Handle arrangements related to professional positions that the City Attorney may hold, such as positions with the Contra Costa City Attorneys Association or the League of California Cities.
- Function as Secretary to Board/Commission/hearing officer, as needed; may assist other departments as needed.
- Maintain sensitive files and records; prepare and compile detailed and complex documents with accuracy, in a timely manner and with confidentiality.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of paralegal support functions including court procedures, filing procedures, service of process, local court rules and court forms.

Legal terminology, forms, documents and procedures used in composing, processing, and filing a variety of legal documents and reports.

Methods of legal research and analysis and legal writing and document preparation.

Pertinent local, State and Federal laws, ordinances and rules; applicable court rules, deadlines, and related requirements.

Administrative office procedures and processes.

Principles and practices of basic City government organization and procedural processes.

Technical knowledge, computer skills and other expertise needed for the specialized area of assignment.

Principles and practices of public relations and internal/external customer service techniques.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Independently provide a variety of responsible paralegal support and analytical and administrative assistance for the City Attorney's Office.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret legal, technical and numerical information; observe and problem solve operational and technical policy and procedures.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

Perform a wide variety of analytical duties with little or minimal supervision; analyze situations accurately and develop effective courses of action.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Understand and process budget requests, invoices, and payroll.

Use sound judgment in recognizing scope of authority, maintaining confidentiality and resolving problems.

Maintain and manage sensitive, confidential and complex filing and record systems.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience performing support functions in a law office environment.

Training:

Equivalent to a Bachelor's degree from an accredited college.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a paralegal certificate from an accredited professional program or recognized, educational institution, or other paralegal qualifications as set forth in Business and Professions Code section 6450(c) or successor statute.

Possession of California Notary appointment desirable, but not required.

ESTABLISHED: March 20, 2023; Resolution #2023-036

REVISED: --

FLSA: Exempt