

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1570
Approved by C.S.B.
April 10, 2013

PARALEGAL

DEFINITION

Under general supervision, performs a variety of highly responsible and complex paralegal duties in the City Attorney's Office; performs other related work as required.

DISTINGUISHING FEATURES

This classification is assigned to the City Attorney's Office. The incumbent performs substantial legal work under the direction of staff attorneys, along with highly specialized and technical work. The incumbent works with a high degree of independence, and exercises discretion in the resolution of complex problems.

EXAMPLES OF DUTIES

1. Drafts and reviews legislation and other legal documents and instruments.
2. Perform legal research.
3. Coordinates the gathering of information from various departments in the preparation of contracts and other legal documents; reviews contracts and other legal documents to ensure necessary provisions are included.
4. Collects, compiles, and utilizes technical information to make recommendations to staff attorneys; compiles, organizes and analyzes various data for use in reports or other documents.
5. Assists in the preparation of form complaints, declarations and other basic pleadings.
6. Gathers and coordinates the compilation of information, materials, documents, reports and evidence necessary to respond to legislation and for agenda preparation.
7. Performs specialized legal administrative duties including preparation and management of complex legal documents; prepares a variety of other materials including correspondence, reports, charts, spreadsheets, and statistical data; coordinates and may perform related statistical and clerical work, including typing, word processing and data entry.
8. Confers with attorneys, investigators, and other individuals regarding legal matters.
9. Establishes and maintains confidential files and recordkeeping systems; processes documents; maintains and updates legal library and other manuals and resource materials, maintains and updates litigation files and litigation calendars, and performs other legal support services.
10. Provides information, routes inquiries, resolves complaints and interprets and explains policies and procedures, and ensures the appropriate distribution and release of confidential or sensitive information.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. Typical ways to obtain the knowledge and abilities would be:

Education:

- Graduation from high school and
 - Completion of a paralegal program approved by the American Bar Association.
 - or
 - Completion of a paralegal program from an approved paralegal program or postsecondary institution.
- OR
- A baccalaureate degree.

Experience: Three years of law related experience.

Knowledge

Knowledge of modern legal office practices, procedures and terminology; methods of legal research; court rules relating to preparing and filing legal documents, general legal principles and application; various legal document formats and presentations; municipal government operations; modern office equipment and designated specialized computer software and operating programs; filing, indexing and cross-referencing methods; and proper English usage, spelling, grammar, composition, and punctuation.

Ability

Ability to effectively perform assigned paralegal work including legal research and legislation drafting and review;; perform both complex and routine legal administrative support work with speed and accuracy; operate a variety of modern office equipment computers and peripheral equipment; maintain and utilize designated specialized computer software and operating systems; interpret and apply established City policies and governmental guidelines and regulations; interpret and analyze information; prepare complex legal records, reports, documents; perform arithmetic calculations; use initiative and exercise independent judgment; deal with complex and highly confidential and sensitive information; establish and maintain accurate records, maintain level of knowledge required for satisfactory job performance; establish, maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public;

Other Requirements

May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.