

## **PARALEGAL SPECIALIST III (MUNICIPAL LAW)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is the third-level title in the paralegal series involving the responsibility for performing advanced, independent legal support work and for coordinating and overseeing the work of lower-level paralegal staff. The incumbent performs highly complex and sensitive legal duties, often involving policy interpretation, strategic legal analysis and drafting of critical municipal documents. An employee in this class may be required to work other than normal working hours. The work is performed under the general supervision of one or more attorney(s), judges or a higher-level administrator and supervision is exercised over lower-level paralegal staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and assigns work to paralegal staff including, but not limited to, managing day-to-day functions, conducting meetings as needed and addressing issues in the workplace or referring such issues to a supervising attorney;

Assists in litigation preparation by coordinating legal documents, scheduling conferences, gathering evidence, interviewing witnesses, issuing subpoenas, maintaining notes and preparing exhibits for trial;

Oversees the department's litigation docket to ensure all filings and service of process are completed accurately and within statutory deadlines;

Conducts routine to complex legal research, drafts legal documents and organizes and maintains digital case files and supporting materials;

Prepares and reviews legal documents and correspondence, including but not limited to motions, pleadings and memoranda;

Supports attorneys and administrative staff in preparing for hearings, trials, and other legal proceedings, ensuring timely and proper submission of legal documents;

Assists in the development and implementation of office policies and procedures and communicates updates to staff, as directed;

Conducts departmental meetings to promote operational efficiency and maintain clear communication among team members;

Develops and delivers comprehensive orientation programs for newly hired paralegals;

Monitors completion of required annual trainings and ensures departmental compliance with mandated legal and administrative requirements;

Ensures compliance with all department, court and statutory rules, deadlines and procedural obligations;

Compiles and maintains operational statistics and other reports, as directed;

Liaises with court staff to obtain procedural information and submits required legal documents in accordance with court protocols;

Assists attorneys on special assignments, as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of legal documents, forms, procedures and terminology; good knowledge of office management and administrative practices; ability to perform complex legal research; ability to independently prepare legal documents appropriate to a municipal law office; ability to understand and carry out complex oral and written instructions; ability to develop and implement office policies and procedures; ability to set up and supervise the maintenance of a complex legal filing system; ability to understand and interpret complex written material; ability to communicate effectively, both orally and in writing; ability to supervise the work of others; ability to perform tasks independently.

(over)

**MINIMUM QUALIFICATIONS:**

1. Completion of a Paralegal Studies certificate program and four (4) years of experience performing paralegal duties\*, one (1) year of which must have included the supervision of staff; or
2. An Associate's degree and five (5) years of experience performing paralegal duties, one (1) year of which must have included the supervision of staff; or
3. Associate's degree in Paralegal Studies, Criminal Justice, Legal Assistant Studies, or comparable degree and four (4) years of experience performing paralegal duties\*, one (1) year of which must have included the supervision of staff; or
4. A Bachelor's degree or higher and three (3) years of experience performing paralegal duties, one (1) year of which must have included the supervision of staff; or
5. A Bachelor's degree or higher in Paralegal Studies, Criminal Justice, Legal Assistant Studies, or comparable degree and two (2) years of experience performing paralegal duties\*, one (1) year of which included the supervision of staff; or
6. A Juris Doctorate (J.D.) from an American Bar Association accredited school and one (1) year of experience which included the supervision of staff may be deemed fully qualifying.

**PROMOTION:** Two (2) years of permanent status as a Paralegal Specialist II (Municipal Law).

\*Paralegal duties encompass a range of tasks that assist attorneys, judges or higher-level administrators in performing a variety of legal functions. These duties include conducting legal research, drafting and preparing documents and forms such as affidavits and resolutions, verifying citations in briefs and memos, ensuring accuracy of cited cases, collecting evidence and organizing materials for court proceedings. In addition, paralegals assist clients in understanding their rights and obligations and obtains relevant documents from those clients, manage schedules, handle document filing and facilitate correspondence within legal offices.