

Reviews legal documents and forms for completeness and conformance to specific requirements.

Assists with the drafting of pleadings, such as motions, memoranda of points and authorities, complaints and answers, affidavits and declarations.

Prepares articles of incorporation and bylaws for various municipal entities.

Interacts with city departments as assigned.

Prepares agreements and related amendments.

Provides assistance in the monitoring of litigation.

May be required to perform other duties related to the analysis of legal issues and providing assistance to attorneys engaged in public pension law.

Knowledge of:

- Legal terminology, procedures and the format for legal documents.
- Standard office administrative and secretarial practices and procedures as well as local court rules and procedures, pleading practices and litigation protocol.
- Computer applications used in the course of work, such as, legal research databases, word-processing, spreadsheet and graphical presentation.
- Correct English grammar, spelling and usage.
- Basic business arithmetic.
- Organization, functions and activities of the City Attorney's office and municipal government.
- Legal office and secretarial procedures and requirements.
- Federal and State Court rules and procedures.
- Criminal and civil law functions of the legal office
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- City and department organization, operations, policies and objectives.
- Telephone techniques and etiquette.

Ability to:

- Perform a variety of responsible paraprofessional and legal secretarial duties in support of attorneys.
- Research and analyze case law, statutes, regulations and legislation.
- Properly interpret, apply, explain and make recommendations in accordance with laws, regulations, policies, codes and procedures
- Operate a computer to enter data, maintain records and generate reports; and utilize software applications, such as, legal research databases, word-processing, legal calendar and file management, spreadsheet, and graphics presentation as required by the duties of the job.
- Analyze and resolve office administrative situations and problems.
- Maintain accurate records and files, and calendar court dates and calculate litigation deadlines.
- Organize work, set priorities, meet critical deadlines.

- Perform work with minimum supervision.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Provide excellent customer service skills, including phone reception and direction.
- Communicate effectively both orally and in writing.
- Work confidentially with discretion.

MINIMUM REQUIREMENTS:

Certificate of completion of a paralegal training program approved by the American Bar Association or accredited by the California Department of Education or by an equivalent accrediting agency from another state or meeting the definition of a Paralegal under California Business and Professions Code Section 6450 and five years of experience in a legal office performing paralegal or similar duties -OR- Graduation from an accredited law school with one year of experience in a legal office performing paralegal or similar duties.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

DATE APPROVED: Aug. 27, 2013