

JOB DESCRIPTION

JOB TITLE: Paralegal I-Claims

JOB NO: AS092115

JOB FAMILY: Administrative/Specialist

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To provide highly responsible administrative support to the attorneys in the Legal Department; and to provide professional, effective and efficient public service assistance to the general public. Maintain communications with other outside governmental agencies including but not limited to the County District Attorney.

SUPERVISION

General supervision is provided by the City Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Coordinates and monitor the property loss and liability claims program; process and investigates all claims and lawsuit information for attorneys and insurance claim adjusters; prepare and submit reports relating to property and liability claims to proper agency; work with insurance companies, risk management personnel and other departments as necessary to collect and process information.
3. Gather and submit information regarding claims made against the City; work with insurance companies, risk management personnel and other departments as necessary to collect and process information; and maintain files.
4. Prepare complex documents and/or litigation, including but not limited to briefs, pleadings, appeals, affidavits and reports.
5. Complete research and analysis of law sources, including but not limited to statutes, judicial decisions and ordinances.
6. Assist Legal Department attorneys with preparation of legal documents including deeds, contracts, affidavits, statements, releases and court documents as assigned.
7. Screen and direct calls and visitors as appropriate; answer questions and provide information to the public; refer citizen complaints and questions to appropriate department staff member or other department for resolution; assist members of the public with questions relating to city ordinances and municipal court cases and procedures.
8. Provide administrative support to Legal Department attorneys; assist prosecutor with contact on court cases and accompany prosecutor to court dates.
9. Prepare, review and make appropriate distributions of memorandums, correspondence, reports, forms and other documents as assigned.

10. Maintain Legal Department files.
11. Perform office functions including making photocopies and fax transmissions; mailing correspondence and other documents; and gathering, dating and distributing department mail.
12. Maintain and update books and materials in the Legal Department.
13. Maintain calendar of court hearings and related matters.
14. Schedule appointments for City Attorney; coordinate schedule with workload; schedule travel arrangements, reservations, daily operations or meetings as assigned.
15. Scanning documents (ordinance and resolutions) for City Secretary's office.

OTHER DUTIES AND RESPONSIBILITIES

1. Serve as a Notary Public or witness on various documents related to City business as necessary.
2. Travel between various City facilities and to outside businesses and offices to deliver and/or pick up documents, mail, materials, supplies and other items as requested.
3. Prepare and maintain reimbursement and expense vouchers; verify invoices and claims before disbursing payment; deposit monies collected for various purposes which may include insurance claims.
4. Research and obtain certified copies of missing records for real estate, warranty deeds, and other miscellaneous documents at the Dallas County Records Building.
5. Provide relief assistance to City Manager's office as needed.
6. Assist Paralegal II as needed.
7. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Associate's degree or 60 semester hours of college work or paralegal certification.

Two additional years of complex clerical experience can be substituted for the college hours required.

EXPERIENCE

Four years of progressively responsible secretarial and clerical experience in a legal or related environment; type 40 wpm.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Proper public contact and telephone etiquette.

Specialized language used in various legal documents.

Modern office procedures, methods and equipment including computers and associated equipment, scanners, and Microsoft Word.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Principles and procedures of record keeping.

City ordinances and functions of various City departments.

Law office operations.

Skill in:

Typing various reports, correspondence and legal documents.

Switchboard and phone systems.

The Purchasing/Buyer field.

Accounts Payable/Receivable and office management.

The insurance field.

Operating various types of office equipment including typewriters, computers, facsimile machines, photocopiers, scanners, adding machines and dictaphones.

Ability to:

Obtain a valid Notary Public Certification from the State of Texas.

Tactfully respond to requests and inquiries from the general public.

Discreetly handle confidential information.

Simultaneously perform a variety of clerical and secretarial functions.

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

Adapt to a variety of work situations and interruptions.

Organize work for appropriate and timely completion.

Perform essential and other required duties and responsibilities.

Work independently in the absence of supervision.

Pass a medical physical examination.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting for extended periods of time*
- *twisting, bending, stooping, climbing and reaching above the shoulder*

Director of Human Resources

Date

City Attorney

Date

DATE ISSUED: October 2001

REVISION DATE: May 2002; April 2004