

JOB DESCRIPTION

JOB TITLE: Paralegal I-Open Records

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; to provide and perform specifically delegated substantive legal work for which a lawyer is responsible, and absent such assistant, the lawyer would perform the task. To exhibit professional, effective and efficient public service assistance to the general public. Maintain communications with other outside governmental agencies including but not limited to the Attorney General's office.

SUPERVISION

General supervision is provided by the Legal Services Supervisor.

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. Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
3. Prepare complex documents and/or litigation, including but not limited to briefs, pleadings, appeals, affidavits and reports.
4. Complete research (statistical & documentary) and analysis of law sources, including but not limited to statutes, judicial decisions and ordinances.
5. Author and sign correspondence provided the paralegal status is clearly indicated and the correspondence does not contain independent legal opinions or legal advice.
6. Assist Legal Department attorneys with preparation of legal documents including deeds, contracts, affidavits, statements, releases and court documents as assigned.
7. Work with City departments, vendors, insurance agents and third-party administrators in verifying vendor's insurance coverage and make certain their insurance meets the City's minimum standards.
8. 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.
9. Provide clerical and secretarial support to Legal Department attorneys.
10. Prepare, review and make appropriate distributions of memorandums, correspondence, reports, forms and other documents as assigned.

11. Maintain Legal Department files.
12. Perform office functions including making photocopies and fax transmissions; mailing correspondence and other documents; and gathering, dating and distributing department mail.
13. Maintain and update books and materials in the Legal Department.
14. Maintain calendar of court hearings and related matters.
15. Schedule daily operations or meetings as assigned.
16. Maintain general contact with the public, so long as the citizen is aware of the status and function of the paralegal, and the paralegal works under the supervision of the attorney.
17. Travel between various City facilities and to outside businesses and offices to deliver and/or pick up documents, mail, materials, supplies and other items.

OTHER DUTIES AND RESPONSIBILITIES

1. Serve as a Notary Public or witness on various documents related to City business as necessary.
2. 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.
3. Provide relief assistance to City Manager's and City Secretary's offices as needed.
4. Assist and backup the Paralegal I - Claims and Legal Services Supervisor as needed.
5. 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 insurance and legal documents.

Modern office procedures, methods and equipment including computers and associated equipment, 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.

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

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 administrative 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 include the following:

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

DISCLAIMERS

The job description is:

- 1) Is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) Not an employment agreement or contract. The City of Mesquite has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Mesquite will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Director of Human Resources

Date

City Attorney

Date

DATE ISSUED: October 2001

REVISION DATE: May 2002; April 2004; December 2010