

## **CLASS TITLE: PARALEGAL – CONTRACTS DIVISION**

**PURPOSE OF THE CLASSIFICATION:** Under an attorney's license, performs confidential complex paralegal work providing support to attorneys, including exercising independent judgment and discretion in the rendering of legal assistance to City departments and in processing large volumes of contracts, including some highly specialized, complex contracts impacting numerous City services, and other related assigned duties.

### **ESSENTIAL TASKS:**

- Prepares contracts, purchase agreements, amendments and related documents; and reviews, analyzes and processes construction contracts, change orders, grants, permits, purchase agreements and amendments to ensure compliance with bid specifications and federal, state and municipal laws
- Advises management on bidding and contract procedures; and facilitates the resolution of related legal issues acting as liaison among departments, Clerk and Mayor's office, state agencies, vendors, contractors, and insurance agents
- Analyzes insurance certificates and bonds to ensure compliance with contract, ordinance and statutory requirements, and resolves any issues
- Conducts legal research of various states' statutes, corporation bylaws and operating agreements to determine contracting requirements and ensure legally binding contracts
- Develops, implements, coordinates and trains personnel on contract drafting, processing, guidelines, forms, tracking procedures, and reports to ensure processing efficiency, consistency and compliance with legal requirements
- Conducts training for other departments in contract procedures and requirements
- Provides litigation support on contract cases, including drafting and producing discovery, subpoenas, litigation holds, briefs, and pleadings, and assists attorneys in case preparation, depositions, administrative hearings and trials
- Develops, implements and trains attorneys regarding audit response procedures, solicits and coordinates audit information from attorneys and prepares audit responses in accordance with American Bar Association generally accepted standards
- Coordinates Open Records Act requests and maintains tracking database
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Meet one of the following options:

1. (a) Completion of a Legal Assistant or Paralegal program accredited by the American Bar Association that requires a minimum of 60 semester hours, and  
(b) Possession of a Legal Assistant or Paralegal Certification by the National Association of Legal Assistants (NALA) (or the ability to obtain the Certification during the probationary period), and  
(c) Two (2) years of progressively responsible experience working for an attorney, or
2. (a) Completion of 60 hours from an accredited college or university, preferably in business or a related field, and  
(b) Four (4) years of progressively responsible experience working for an attorney; or
3. (a) Completion of 120 hours from an accredited college or university, and  
(b) One (1) year of experience working for an attorney or as a paralegal or completion of at least 15 semester hours of substantive paralegal courses, or
4. (a) Possession of a Legal Assistant or Paralegal Certification by the NALA (or the ability to obtain the Certification during the probationary period), and  
(b) Eight (8) years of experience working as a paralegal

Employee is eligible for a one-step increase upon obtaining a Legal Assistant or Paralegal Certification by NALA and one year of employment in the position; Employee is also eligible for an additional one-time one step increase upon obtaining an Advanced Certified Paralegal Certification by NALA.

Knowledge, Abilities and Skills: Comprehensive knowledge and understanding of a wide range of legal areas, including legal principles, procedures, ordinances and statutes relating to contracts, various types of insurance coverage, corporate law and related legal requirements; considerable knowledge of legal

terminology, legal document format and legal procedures; and general knowledge of financial accounting, bankruptcy, litigation, real property, the court system and City government. Ability to organize, prioritize, multi-task and handle a high volume of assignments; ability to conduct complex legal research; ability to communicate effectively in both verbal and written form; ability to exercise independent judgment and discretion in the rendering of legal advice and assistance; ability to develop and implement contract forms and guidelines and train personnel on processing/procedures; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to perform routine filing and to use a keyboard, telephone and office equipment; frequent lifting and carrying up to 20 pounds; occasional pulling up to 20 pounds; may be subject to sitting, walking, standing, bending and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of Legal Assistant or Paralegal Certification by NALA required as outlined above (and is otherwise preferred); and possession of a valid Oklahoma Class “D” Driver License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting, subject to frequent deadlines and occasional overtime.

**Class Code: 2082**

**EEO Code: N-06**

**Pay Code: AT-44**

**Group: Cultural, Legal, and Sciences**

**Series: Legal**

**Effective Date: October 6, 2021**