



CLASS TITLE | PARALEGAL LEGAL RECORDS COORDINATOR

PAY GRADE: AT-44 | www.cityoftulsa.org/pay

Class Code: 2092

Effective Date : 10/05/2022

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under an attorney's license performs confidential complex paralegal work providing support to attorneys, including exercising judgment and discretion in the rendering of legal assistance to department attorneys and others in records and information management, and other matters as assigned.

ESSENTIAL TASKS:

- Conduct extensive, high-volume, and often complex document searches and reviews to determine legal privilege and relevance status of documents, and production of records in compliance with state and municipal laws and regulations
- Assume responsibility for departmental processes for records and production of public records in compliance with state and municipal laws and regulations, including creating and maintaining complex databases for tracking legal records projects and inventories, and develop and implement strategies to improve delivery of legal services
- Provide ongoing training and communication on departmental procedures relating to records management and public records requests
- Conduct legal research, monitor, and analyze statutes, regulations, legal articles, judicial decisions, and other legal sources affecting legal records and recommend changes in policies and procedures to meet legal requirements and improve processes
- Act as liaison with other departments to coordinate and conduct records searches and reviews
- Perform special projects, assignments and other duties as assigned
- 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: Must 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



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PAY INCREASE OPPORTUNITY

Employee is eligible for a one-step increase upon obtaining a Legal Assistant or Paralegal Certification by NALA and one (1) year of employment in the position; Employee is also eligible for an additional one-time one (1) step increase upon obtaining an Advanced Certified Paralegal Certification by NALA.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of legal language and principles, legal research methods, judicial procedures and rules of evidence, litigation, business law, City government, records management, and public records laws
- General knowledge of information and records management principles, processes, and application systems

Ability to:

- Ability to analyze and apply legal principles to complex problems
- Ability to maintain organized and detailed focus, and coordinate large document review projects with a high degree of accuracy and follow-through
- Ability to operate evolving technology and advanced proficiency in legal and document review software to operate databases and perform records searches
- Ability to exercise good judgment and know when to escalate issues and decisions via appropriate channels
- Ability to think strategically to improve efficiencies and reduce potential errors
- Ability to communicate effectively both orally and in writing
- Ability to maintain confidentiality and highest ethical and professional standards
- Ability to serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of courtesy and appropriate tact and discretion in interactions with City officials, staff, outside agencies, and the public

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough 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 for extended periods of time, walking, standing, bending, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. Legal Assistant Certification by the National Association of Legal Assistants required as outlined above (and is otherwise preferred); and
2. Valid Oklahoma Class "D" Driver License

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various locations within and outside the City of Tulsa; and subject to additional working hours above forty hours per week.

EEO Code: N-06

Group: Cultural, Legal and Science

Series: Legal