

CLASS TITLE: LEGAL ASSISTANT/ PARALEGAL – LITIGATION DIVISION

PURPOSE OF THE CLASSIFICATION: Under an attorney's license performs complex paralegal work providing support and other legal assistant services for attorneys, including drafting legal documents, litigation case management and other related assigned duties.

ESSENTIAL TASKS:

- Provides litigation support in civil and workers compensation cases, including discovery, document production, drafting briefs and pleadings and extracting key legal defenses and exhibits to assist attorneys in trial preparation
- Assists attorneys in depositions, administrative hearings and trial proceedings
- Provides technical support for hearings and trials, including PowerPoint preparation and video equipment operations
- Conducts client/witness interviews and maintains general contact with client
- Maintains electronic/hard copy files
- Collects and organizes information and records, providing litigation support by identifying evidence to support claims or defenses and summarizing depositions, interrogatories and testimonies
- Attends meetings and serves as liaison for department, witnesses and non-parties in litigation-related matters
- Assists attorneys in legal research related to ordinances, legal opinions and memoranda, draft pleadings and other research matters
- Conducts initial review of documents and prepares memoranda regarding review
- May review and analyze workers' compensation cases and prepare medical summaries to assist expert witnesses and the attorneys in determining case defenses and extent of injury
- Investigates other litigation pertinent to cases and reviews court files to locate and address related lawsuits, issues and injuries
- Prepares meeting agendas for litigation meetings, utilizing the legal department's database to extract case related events and information
- Reviews, prioritizes and responds to inquiries regarding bankruptcy notifications received from City departments
- May prepare and distribute reports to appropriate City departments
- Accesses the courts' internet websites to file pleadings, research status, locate requested information, assist with various legal issues and discover-related lawsuits and issues
- 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: Graduation from high school or possession of a General Education Development Certificate (GED), supplemented by forty (40) hours from an accredited college or university and five (5) years of progressively responsible paralegal experience; or high school and seven (7) years related experience; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128. Prefer completion of a Legal Assistant or Paralegal program accredited by the American Bar Association requiring a minimum of 60 semester hours of classroom study.

Knowledge, Abilities and Skills: Comprehensive knowledge of state, federal and common law; considerable knowledge of legal principles relating to workers compensation, litigation and business law; good knowledge of methods of legal research, judicial procedures and rules of evidence; knowledge of workers compensation procedures and ordinances; and general knowledge of bankruptcy, litigation, the court system and City government. Ability to prepare legal documents and memoranda; ability to weigh evidence and to interpret and apply laws and precedents; ability to exercise independent judgment and discretion; ability to write clearly and concisely; 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 and telephone; 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: Must have certification as a Certified Legal Assistant or Certified Paralegal by the National Association of Legal Assistants, Inc. or obtain the certification before the end of the applicable probationary period under Personnel Policies and Procedures, Section 117, and possession of a valid Oklahoma Class “D” Operator’s License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to work overtime.

Class Code: 5500

EEO Code: N-06

Pay Code: AT-32

Group: Cultural, Legal, and Sciences

Series: Legal

Effective Date: June 8, 2012