

## **CLASS TITLE: LEGAL ASSISTANT/PARALEGAL – HR/CONTRACTS DIVISION**

**PURPOSE OF THE CLASSIFICATION:** Under an attorney's license, performs paralegal work providing support to attorneys and legal assistant services which includes exercising independent judgment and discretion in the rendering of legal advice and assistance to City departments in processing large volumes of contracts including some highly specialized, complex contracts impacting numerous City services; provides litigation support to attorneys; prepares audit responses; and performs 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
- Attends public bid meetings, determines if bid specifications meet legal requirements, advises management on bidding, contract procedures and problems 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
- Reviews insurance certificates and bonds to ensure compliance with contract, ordinance and statutory requirements and drafts correspondence to appropriate parties addressing problems or deficiencies
- Conducts 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 processing forms and develops and maintains contract tracking procedures to ensure processing efficiency, consistency and compliance with legal requirements
- Attends meetings and conducts training in contract and renewal procedures
- Develops guidelines for drafting variable contract documents, RFA preparation and processing, and reviewing bonds, letters of credit and insurance certificates
- Prepares discovery documents, pleadings, correspondence and responses to subpoenas, court orders and Open Records Act requests in providing civil and/or contract litigation support
- Develops, implements and trains attorneys regarding audit response procedures, solicits and coordinates audit information from attorneys and prepares audit responses
- 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: Completion of a Legal Assistant or Paralegal program accredited by the American Bar Association that requires a minimum of 60 semester hours of classroom study; and six (6) years of progressively responsible paralegal experience.

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 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.

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Licenses and Certificates: Possession of Legal Assistant Certification by the National Association of Legal Assistants.

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

**Class Code: 5501**

**EEO Code: N-06**

**Pay Code: AT-36**

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

**Series: Legal**

**Effective Date: February 12, 2004**