



Town of Oro Valley Classification Description

Title: **PARALEGAL I**
Job Code: 1240
FLSA Status: Non-Exempt

Department: Legal
Salary Grade: 109

POSITION SUMMARY:

Under direct supervision, performs confidential legal, administrative and secretarial functions to assist and support the Town Legal Department.

ESSENTIAL JOB FUNCTIONS:

- A. Assists Legal staff with administrative, secretarial and clerical work.
- B. Calendars deadlines for civil court hearings and pleadings.
- C. Assists in drafting civil pleadings for Town and Civil Attorney.
- D. Reviews standard contracts and agreements for completeness, correctness and form.
- E. Prepares and sends memos to departments for changes to be made to contracts and agreements.
- F. Submits contracts and agreements to attorneys for signature.
- G. Provides statistical reports, financial records, performance goals and measurements data, record retention and filing systems for the Legal Department.
- H. Assists in drafting and tracking Legal Department budget.
- I. Trains subordinate legal clerical staff as assigned.
- J. Prepares intakes for projects of the Legal Department, tracks due dates.
- K. Drafts and reviews Council communications, resolutions and ordinances for Town, Civil Attorney and other departments.
- L. Prepares complaints, summons and motions of dismiss for violators.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing municipal law.
- Knowledge of the principles of record keeping, case files and records management.
- Knowledge of legal and law enforcement terminology and court processes and procedures.
- Skill in using personal computer software applications.
- Skill in writing, reviewing and completing accurate reports, legal documents and correspondence.
- Skill in training subordinate staff.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Three (3) years legal secretary or law office; **OR** an equivalent combination of education and experience.
- Must possess at time of application a valid paralegal certificate.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.