



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 of the Senior Paralegal, performs confidential legal, administrative and secretarial functions to assist and support the Town Legal Department.

ESSENTIAL JOB FUNCTIONS:

- Assists Legal staff with administrative and clerical work.
- Assists with prosecution work as assigned under the direction of the Senior Paralegal.
- Drafts and reviews council communications, resolutions, ordinances, leases and other legal documents for Town, Civil Attorney's, Town Prosecutors and other departments.
- Reviews, analyzes and proposes changes to contracts, intergovernmental agreements and other legal documents and submits to attorneys for signature.
- Conducts legal research, including on-line research, analyze the results of that research, and prepares legal memoranda as needed. Coordinates and collects information in order to prepare legal documents.
- Serves as staff liaison to various Town departments and special committees and meetings.
- Assists the Attorney's with trial and risk management work as directed. Locates and interviews potential witnesses and victims, identifies experts, obtains physical evidence, prepares statements, schedules depositions and independent medical examinations, tracks disclosures, composes correspondence, tracks deadlines and maintains the trial docket and calendars.
- Calendars deadlines for civil and criminal court hearings and pleadings.
- Assists in drafting civil and criminal pleadings for Town, Civil Attorney's and Town Prosecutors.
- Provides statistical reports, financial records, performance goals and measurements data, record retention and filing systems for the Legal Department.
- Assists in drafting and tracking Legal Department budget.
- Trains subordinate legal clerical staff as assigned.
- Prepares intakes for projects of the Legal Department, tracks due dates.
- Prepares complaints, summons and motions of dismiss for violators.
- Performs all work duties and activities as assigned and in accordance with department and/or Town policies and procedures.
- Maintains regular and reliable attendance.

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 training subordinate staff.
- Ability to use personal computer software applications.
- Ability to write, review and complete accurate reports, legal documents and correspondence.
- Ability to follow verbal and written instructions.
- Ability to establish and maintain professional, effective working relationships.

MINIMUM QUALIFICATIONS:

- An Associate's degree in paralegal or legal assistant studies from an accredited college, or a Bachelor's or higher degree in a related field such as law, business, legal secretary, criminal justice, or political science from an accredited college or university AND three (3) years of relevant experience working in a legal setting, under the direction of an attorney, performing functions consistent with paralegal or legal assistant duties.
- **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.