



Town of Oro Valley Classification Description

Title: **SENIOR PARALEGAL**
Job Code: 1242
FLSA Status: Exempt

Department: Legal
Salary Grade: 116

POSITION SUMMARY:

Under general supervision, provides office management and advanced paralegal support to department or division.

ESSENTIAL JOB FUNCTIONS:

- A. Plans, organizes, and implements systems operations and administrative functions.
- B. Supervises or coordinates with other support staff and performs office management responsibilities.
- C. Reviews and summarizes proposed legislation affecting criminal prosecution.
- D. Defines, plans, implements and maintains various department programs.
- E. Develops office procedures, trains and supervises staff in carrying out the procedures.
- F. Evaluates performance, trains and recommends disciplinary action as needed, for directly reporting staff.
- G. Responsible for state reporting requirements ensuring compliance for division.
- H. Coordinates Risk Management functions with the Town's insurance carrier.
- I. Responsible for specialized legal practice software implementation and maintenance.
- J. Meets with attorneys, victims, defendants, civilians, witnesses and law enforcement/judicial agencies to discuss matters pertaining to prosecution process.
- K. Participates in prosecution investigation, file review, case preparation, trial support work and legislative analysis.
- L. Conducts legal research and prepares legal reports, papers and opinions.
- M. Assists in division budget preparation, procurement, drafting management reports and other administrative/organizational tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, rules, ordinances, codes and regulations governing municipal law, emphasis in criminal law.
- Knowledge of judicial procedures, rules of evidence and methods of legal research.
- Knowledge of operating systems, filing systems and software applications.
- Skill in using supervisory methods and techniques.
- Skill in interpreting laws, regulations, policies, procedures and guidelines.
- Skill in preparing court documents and legal opinions.

- Skill in gathering, analyzing and organizing facts and evidence.
- Skill in verbal and written communication, and preparation of training materials.
- Knowledge of the rules of procedure in pertinent courts.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field.
- Paralegal certification.
- Six (6) years increasingly responsible paralegal experience including at least one (1) year at a supervisory level; OR equivalent combination of education and experience.
- Experience working for a public law office in either a civil litigation or criminal prosecution practice is highly preferred.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is usually performed in an indoor environment.
- May be required to work irregular hours, depending on caseload.