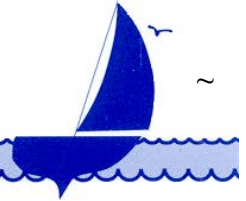




## City of Des Moines, Washington

### JOB DESCRIPTION



## PARALEGAL

Regular, Full-time/Part-time

**Salary Grade:** G-20

**FLSA Status:** Non-exempt

**Union Status:** Non-represented

**EEO Category:** Administrative Support

### Nature of Work

Under the direction of the City Attorney, the Paralegal plans and performs complex administrative legal office coordination and civil and criminal law and paralegal functions; drafts documents such as contracts, letters, memos, reports, resolutions, and ordinances; drafts litigation documents such as complaints, answers, subpoenas, interrogatories, orders of forfeiture; researches, collects, analyzes and compiles data and information for attorneys on staff; prepares agenda cover sheets and packets for City Council meetings on topics reported on by the City Attorney; maintains technical legal and financial records, legal department payroll records, and files related to departmental operations and programs.

This position requires working with information that is confidential. This position is required to ensure that all correspondence and legal documents are accurate, completed and filed within strict deadlines and are properly formatted. This position may also serve as the Legal Department Office Manager and may perform certain administrative support for the City Manager's office on request.

### Essential Functions

- Composes, prepares, and types a variety of legal documents including but not limited to ordinances, resolutions, professional service agreements, contracts, interlocal agreements, easements, purchase and sale agreements, and correspondence using word processing hardware and software; prepares documents for City Attorney and Assistant City Attorney signature.
- Composes, prepares, and types a variety of legal documents for the Prosecuting Attorney upon request, including criminal complaints and jury instructions. Assists with gathering of essential documents, criminal histories, and information for the prosecution of criminal charges.
- Schedules civil asset forfeiture hearings and prepares legal documents for the Police Department Hearing Examiner, including notices, orders of forfeiture, and settlement agreements.
- Organizes and summarizes information/statements for use in litigation or potential litigation; analyzes information/statements/documents and puts them into summary format; checks cites to ensure accuracy of legal pleadings and briefs; drafts/edits pleadings and motions; performs basic legal research and is familiar with law libraries and proper case citation form.

- Assists the City Attorney with special projects as assigned; compiles statistics and materials; conducts legal research; provides Paralegal and secretarial assistance to the City Attorney and Assistant City Attorney.
- Provides administrative office coordination; assists the City Attorney with legal administrative and technical clerical duties having department-wide impact; assists other professional staff as assigned.
- Maintains department records, files, and library; opens, organizes, and tracks general litigation, claims, criminal, and administrative files; maintains special project and topic files; maintains and updates litigation calendars.
- Contacts City staff regarding research requests, contract preparation, contacts with legal counsel regarding pending lawsuits.
- Prepares and coordinates paperwork involved in real estate transactions, working with title companies and escrow offices to facilitate real property acquisitions.
- Routes and screens calls for the City Attorney, Assistant City Attorney, and Prosecutor.
- Assists with public records requests.
- Prepares and maintains payroll recap sheets for the Legal Department.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Organization, functions, and activities of the legal department and municipal government.
- Legal office, Paralegal, and secretarial procedures and requirements.
- Financial and statistical record-keeping techniques.
- Basic federal, state and City laws, codes, and protocol.
- Civil and criminal law functions of the legal office.
- Legal terminology and law library use and maintenance.
- Processing requirements and procedures for public documents.
- Modern office practices, procedures, and equipment using a personal computer.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Applicable policies and procedures.
- City and department organization, operations, policies, and objectives.
- Preparation and presentation of reports.
- Office management techniques.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Plan and perform complex administrative legal office coordination to ensure smooth, timely, and efficient legal office operations.
- Relieve the City Attorney of technical and administrative duties having department-wide impact.
- Under supervision of the City Attorney, draft legal documents, including requests for contracts, interlocal agreements, professional service agreements, pleadings, complaints, settlement agreements, and correspondence, etc.

- Under the supervision of the City Attorney, read, interpret, and apply laws, codes, regulations, policies, and procedures.
- Plan, organize, prioritize, and schedule work, managing time effectively; work well under pressure; respond with flexibility to rapidly changing priorities.
- Operate a computer terminal to enter data, maintain records, and generate documents, using Microsoft Word, Microsoft Outlook, Excel, PowerPoint, DISCIS, SCOMIS, and JIS.
- Evaluate and recommend improvements in operations, systems, procedures, policies and methods.
- Communicate effectively both verbally and in writing; demonstrate excellent spelling, grammar, punctuation, and attention to detail when proofreading documents.
- Research and analyze data and information and develop, evaluate, and present alternative recommendations.
- Present ideas and concepts clearly and concisely.
- Work confidentially with discretion.
- Establish and maintain effective and cooperative working relationships with others.
- Maintain payroll records and vacation schedules.
- Type at 50 words per minute from clear copy, transcribe materials, and operate modern office equipment.
- Answer telephones and greet the public courteously.
- Supervise the maintenance of records, files, and filing system.
- Physical ability to perform the essential job functions.
- Demonstrated ability to positively and effectively interact with diverse individuals to accomplish a common goal.

### **Education and Experience Requirements**

Any combination equivalent to: graduation from high school supplemented by college-level course work in paralegal or legal secretarial practices, procedures and terminology, business administration, office management or related field, and six (6) years of increasingly responsible secretarial or administrative office support experience, including at least four (4) years in a legal office environment.

### **Special Requirements**

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

Work is performed primarily in an office environment, typically sitting at a desk for long periods of time. The position requires continuous standing, walking, sitting, fingering, talking, reaching, grasping, hearing, handling, and repetitive motions of hands, wrists, and feet, frequent stooping and bending, and rare kneeling, feeling, and climbing. Employees may be exposed to noise from basic office equipment operation. Some lifting of light objects (less than 20 pounds) may be required.

**Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.