

# **CITY OF REDWOOD CITY PARALEGAL**

## **DEFINITION**

Performs a variety of complex and highly responsible paralegal and administrative duties for the City Attorney and Assistant City Attorney. Performs specialized legal administrative duties including preparation and management of complex legal documents. Performs other related duties as required. It is distinguished from the position of Legal Secretary, which performs non-legal administrative and secretarial duties.

## **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the City Attorney and the Assistant City Attorney.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Prepare legal documents for litigation and administrative hearings.
2. Compile materials and assist in the preparation of ordinances, resolutions, contracts, leases and permits.
3. Process court documents requiring knowledge of legal procedures, format, and terminology in accordance with federal, state, and local rules.
4. Maintain appropriate records and statistics.
5. Respond to inquiries and requests for information from the Council, City staff and the public.
6. Perform legal research.
7. Assist in litigation cases as requested by City Attorney or Assistant City Attorney.
8. Draft routine legal documents.
9. Work independently, recognize and set priorities and meet deadlines.

## **OTHER JOB RELATED DUTIES**

1. Assist with computerized forms and processes and advise on office equipment technology and systems.
2. Perform related duties and responsibilities as assigned.

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**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Methods of legal research.

Legal procedures, terminology, forms and documents.

Organization, procedures, and operating details of a municipal government.

Court rules relating to preparing and filing legal documents.

**Ability to:**

Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.

Work cooperatively with other departments, City officials, and outside agencies.

Interpret and apply administrative and departmental policies and procedures.

Conduct researches independently and make logical recommendations.

Communicate clearly and concisely, both orally and in writing.

Deliver quality and timely customer service.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Skill to:**

Operate modern office equipment including computer equipment.

Proofread legal and administrative documents.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of increasingly responsible administrative experience in a law office or agency, including one year of paralegal experience with a municipality.

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**Training:**

Equivalent to completion of a Bachelor's degree or a certificate in a formalized paralegal training program.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment.

**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. SDE
4. SDE
5. OWE
6. SDE
7. ODE
8. OAE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** June, 2001

**Bargaining Group:** Redwood City Management Employees' Association