

1 **ATTEST:**

THE ANNAPOLIS CITY COUNCIL

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BY: _____
ELLEN O. MOYER, MAYOR

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6 **Regina C. Watkins-Eldridge, CMC**
City Clerk

Paralegal

Job Class Code: XXXX

Pay Grade: 10

FLSA Non-Exempt

Updated: 6/08

GENERAL STATEMENT OF DUTIES: Performs a wide variety of technical paralegal duties in the Office of Law; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible technical position in the Office of Law, which involves a high level of detailed duties of a wide and varied scope. The Paralegal to the City Attorney is expected to make independent decisions consistent with established policy and procedures. The position functions as a technical legal specialist providing highly specialized paralegal support to the City's chief legal officer. This feature of the position distinguishes it to a significant degree from the class known as Legal Assistant. Supervision and direction are received directly from the City Attorney.

EXAMPLES OF WORK: (Illustrative only)

- Provides legal staff support to the City Attorney;
- Composes, edits and proofreads non-litigation documents;
- Composes, edits and proofreads litigation documents;
- Processes legal documents, obtains court summonses and schedules Process Server;
- Meets litigation deadlines for court filings of pleadings and court documents;
- Makes independent decisions in accomplishing tasks under strict deadlines;
- Schedules meetings; Liaises with outside counsel; Attends meetings on behalf of department;
- Litigation support;
- Analyze and organize information;
- Identify appropriate and relevant laws to cases;
- Conduct Legal Research manually and computer-assisted;
- Prepare written reports on legal issues;
- Investigate facts and laws regarding cause of action / defenses;
- Edit documents for proper code citations;
- Request information from various internal / external departments in preparation for litigation;
- Drafts correspondence on routine legal issues;
- Interview witnesses, including recorded statement;
- Confer with claims administrator regarding tort claims; read and interpret medical records;
- Draft employment contracts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: At least three years experience as a paralegal providing legal research and litigation support to an attorney. Thorough knowledge of Maryland state and federal judicial courts, organization and administration; thorough knowledge of legal terminology, procedures and forms; knowledge of medical terminology; ability to perform legal research and writing; utilization of a variety of investigative sources including investigative software (Lexis / West Law); ability to follow complex oral and written instructions; ability to present ideas effectively either orally or in writing; ability to deal effectively with the public, the courts, members of the bar, and senior government officials; good judgment and tact; ability to work within time constraints associated with litigation and negotiations with minimal supervision; working knowledge of Word Perfect or Microsoft Word; typing speed of 75 wpm. Paralegal training is necessary, preferably from an ABA approved program; ability to maintain confidentiality related to area of work.

ACCEPTABLE EXPERIENCE AND TRAINING: Three years of experience as a legal assistant performing legal research and writing, and providing litigation support under the direction of an attorney; completion of high school supplemented by business college, associate of arts degree or a bachelor's degree or a combination of experience and training that provides the required knowledge, skill and abilities; Paralegal certificate / degree.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer station for extended periods; ability to operate standard office equipment including word-processor, copier, fax machine, typewriter, etc.; ability to reach into file drawers in standard five-drawer filing cabinets.

Visual ability: sufficient (with any correction) to effectively operate office equipment including word-processor, copier, etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient (with any correction) to hold conversation with other individuals both in person and over a telephone; ability to hear recording on transcription device.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Psychological: freedom from mental disorders which would interfere with performance of duties as described.