



JOB TITLE: **PARALEGAL**

DEPARTMENT: **LEGAL**

JOB CLASS NUMBER: **1117**

DIVISION: **CIVIL**

REVISION DATE: **8/28/2023**


Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under the supervision of the City Attorney, the Civil Division Paralegal will assist all Civil Division attorneys by providing clerical and legal support services. The services will include administrative duties; file management; document preparation and review; interviewing clients and witnesses; research, investigations, and fact checking; and trial preparation.

EXAMPLES OF DUTIES:

- *Assists the City Attorney with a variety of administrative duties related to the operation of the Legal Department*
- *Makes and maintains the schedule of appointments, meetings, and court appearances for Civil Division attorneys*
- *Meets with attorneys, clients, and other professionals to discuss assigned cases or projects*
- *Prepares, organizes, and manages case files, including maintaining deadlines, evidence, and discovery, and compiling a record of all filings and correspondence*
- *Drafts and reviews documents, including correspondence, routine pleadings and motions, affidavits, discovery, contracts, ordinances, resolutions, and other legal forms*
- *Files motions, pleadings, and conveyance documents according to judicial and administrative procedures (**must** have familiarity with federal and state court e-filing practices and procedures)*
- *Legal research, including reviewing and compiling judicial decisions, statutes, and other legal sources*
- *Interviews clients and witnesses and prepares summaries of their statements*
- *Obtains and compiles background information on various accidents, cases, and projects*
- *Assists Civil Division attorneys with trial preparation, which may include attending trials and hearings*
- *Prepares and manages condemnation proceedings, including maintaining the condemnation file, reviewing property records, notifying owners, and submitting condemnations to City Council*
- *Facilitates responses to public records requests, including maintaining a register of all requests and responses, locating and compiling records, and coordinating timely responses*
- *Any other duties as assigned by the City Attorney or Civil Division attorneys.*

TRAINING AND EXPERIENCE:

- *A minimum of five (5) years of experience or in-house training as a paralegal under the supervision of an attorney focusing on civil matters*
- *Associate degree (or greater) in Paralegal Studies, or graduation from an American Bar Association approved program of study for paralegals preferred*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Excellent verbal and written communication skills*
- *Understanding of legal language and principles, research methods, court pleadings and processes, and other related matters*
- *Excellent interpersonal and customer service skills*
- *Excellent organizational skills and attention to detail*
- *Excellent time management skills with a proven ability to meet deadlines*
- *Strong analytical and problem solving skills*
- *Ability to function in a high-paced and, at times, stressful environment*
- *Ability to maintain confidentiality and to exercise good discretion and judgment*
- *Proficient in Microsoft Office Suite and typing*

LICENSES AND CERTIFICATES:

- *Must possess and maintain a valid Louisiana driver's license*
- *Must obtain annual Ethics Training for Louisiana Public Servants; other training as required by state law annually.*

INTERNAL POSTING PERIOD: 2/5 - 2/16/24

Position posting goes public after 10th day.