



## City of Irving Job Description

### Senior Paralegal

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	City Attorney's Office
<b>Job Code:</b>	2421	<b>Reports To (Job Title):</b>	Legal Services Supervisor

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#### PURPOSE

*For the Transactional function:* To provide complex, legal technical support to attorneys, including, but not limited to, reviewing contracts, drafting legal documents, responding to Public Information Requests, performing legal research, maintaining law library, and other special projects assigned.

*For Litigation:* Responsibilities include providing complex, litigation support to attorneys, including but not limited to, assisting with case and docket management, preparing for mediations, hearings and trials, drafting and reviewing documents and pleadings, assisting in discovery, performing legal research, and other special projects assigned.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

##### **If Assigned to Transactional functional area:**

- Provide legal support for attorneys, which includes drafting of transactional legal documents, such as ordinances, contracts, memoranda, and correspondence; coordinating meetings; and performing manual and computerized legal research.
- Review, evaluate and process public information requests, which includes forwarding request to appropriate department, compiling and/or editing responses, mailing materials, answering follow-up questions. Contact requestors to clarify requests and to explain options.
- Prepare requests for Attorney General Opinions, which includes ensuring compliance with all statutory deadlines and distributing responses and information.
- Review contracts and other transactional documents from city departments, which includes compiling information needed for contract review and preparing memoranda indicating necessary revisions.
- Track attorney assignments, which includes coordinating with attorneys and affected departments to establish deadlines for timely completion of projects.
- Provide support for the Agenda process including, submission, uploading and revision of items in MinuteTraq, preparation of legislative folders for agenda items and printing and distribution of agendas for weekly office staff meetings.
- Handle all continuing education training and travel arrangements for attorneys, including registration, coordinating hotel and transportation, and processing Travel Request and Approval Forms and Expense Statements.
- Maintain law library and legal publications used by attorneys, paralegals, and support staff, which includes ordering and updating books, selecting books after trial period, and investigating new publications.
- Coordinate online services for legal research, including studying and recommending optimal plans of service and coordinating training for such services.
- Serve as back-up for Legal Services Request (LSR) to the Senior Legal Assistant.

**If Assigned to Litigation:**

- Provide legal support for litigation cases, which includes opening and closing files, drafting and mailing legal correspondence, updating litigation files, and preparing calendars.
- Draft pleadings, letters addressed to the court and opposing counsels, and other legal documents, which includes performing manual and computerized legal research and verifying case law citations, statutes, and quotes.
- Assist with discovery process, which includes processing interrogatories and coordinating depositions and/or interviews.
- Interact with opposing counsel, court staff, and other individuals outside the City relating to litigation matters.
- Work closely with other City departments regarding litigation and pre-litigation issues, including Risk Management and TPA (Third Party Administrator) regarding pending claims and litigation and Human Resources relating to employment matters.
- Work closely with the Executive Legal Assistant to track litigation and docket deadlines.
- Process subpoenas for final review and approval by an attorney.  
Assist attorneys in preparation for meetings, hearings, mediations, arbitrations and trials.

**OTHER DUTIES AND RESPONSIBILITIES**

- Act as liaison with other city departments.
- Attend meetings pertaining to department issues.
- Collect and maintain data on various department statistics.

**SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

Assist with budget preparation in relation to travel and training. Manage on average \$1,000 to \$2,000 monthly budget for travel and training.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

**EDUCATION**

- Equivalent to an Associate’s degree from an accredited college in a relevant field of study.

**EXPERIENCE**

- Five (5) years of increasingly responsible related legal experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Paralegal Certification from an ABA accredited school.
- Appropriate, valid, state-issued drivers' license, or ability to obtain upon hire, is required.
- State of Texas Notary certification.

## **KNOWLEDGE OF**

- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution, especially as relates to contracts.
- Office Systems: Administrative / clerical procedures and systems such as word-processing, filing and records management systems, form design principles, and other office procedures.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite and CityLaw.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as Pacer, Westlaw and other legal sites and software.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

## **SKILLS AND ABILITIES IN**

- Reading Comprehension: Understanding written sentences and paragraphs in work-related documents.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Information Gathering: Knowing how to find information and identifying essential information.
- Speaking: Talking to others to effectively convey information.
- Synthesis and Reorganization: Reorganizing information to get a better approach to problems or tasks.
- Service Orientation: Actively looking for ways to help people.
- Writing Comprehension: Reading and understanding written information and ideas.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Information Ordering: Correctly following a given rule or set of rules in order to arrange things or actions in a certain order. The things or actions can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.
- Near Vision: Seeing details of objects at a close range (within a few feet of the observer).

- Speech Clarity: Speaking clearly so that it is understandable to a listener.
- Speech Recognition: Identifying and understanding the speech of another person.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Interacts with other city personnel, including key support personnel, managers, and directors; also, residents, attorneys, outside counsel, and attorneys and staff at the State Bar of Texas, other municipalities, professional organizations, and outside agencies.

## **EQUIPMENT AND PROPERTY**

This position utilizes a personal computer, copier with fax and scanner, label makers, calculators, and multi-line telephone system.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to listen, see, sit, talk, and walk. Frequently, s/he is required to reach. Occasionally, s/he is required to carry, lift up to 10 pounds, stand, and stoop. Specific vision abilities required by this job include close vision and distance vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment usually is low.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.