

**CITY OF GAHANNA, OHIO**  
**CLASS SPECIFICATION**

**CLASS TITLE:** Paralegal  
**DEPARTMENT:** City Attorney Office  
**Status**: Part-time  
**REPORTS TO:** City Attorney

**CLASS CODE:** XXXX  
**FLSA STATUS:** NE  
**Hours:** 30-32 hrs/week  
**Salary hr**  
**DATE:** 11/2012

**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Provides paralegal/legal assistant support to the City Attorney by coordinating and performing confidential administrative and technical work, record keeping, filing, scheduling, research and other related administrative duties.

**ESSENTIAL JOB FUNCTIONS:**

Importance	Tasks	% of Time
1	Review and basic editing of pleadings, contracts, ordinances, resolutions and other legal documents. Coordinate finalization with other City departments when necessary. Review agreements and other documents submitted for City Attorney review and signature.	40
2	Prepare staff reports, miscellaneous reports and correspondence. Maintain active litigation filing system, administrative files and project binders and logs. Assist in the preparation and administration of the City Attorney's budget.	30
3	Track deadlines for claims for damages, litigation and projects. Assist Council Clerk's Office with tracking and processing Public Records Act requests, subpoenas and other legal documents. Track assignments, contracts and correspondence to be reviewed by City Attorney.	15
4	Schedule appointments, court hearings and other miscellaneous meetings. Process incoming mail and take appropriate action. Review legal publications for pertinent case law.	10
5	Answer the telephone; provide basic information and direct calls to appropriate departments.	5

**IMPORTANT JOB FUNCTIONS:**

Provides extensive legal research on all facets of municipal law; planning and zoning research; research City Attorney Opinion requests;

Research legal precedent, investigating facts, or preparing legal documents.

Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

| Preparation and organization of case research, notes and legal documents.

| Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.

| Coordinating research and checking legal forms for accuracy.

Provide administrative support to other City functions as needed.

Assist departments with special projects as needed.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Multi-line telephone      Computer      General office equipment

**MINIMUM QUALIFICATIONS REQUIRED:****Education and Experience:**

Associate's degree from an accredited college or university in Paralegal Studies, Legal Assistant, or related field; and,

Five years of progressively responsible experience in legal assistant or paralegal work; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Certificate in Paralegal Studies program from accredited facility;

Notary Public

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

Legislative/administrative rule processes

Legal research; legal terminology and principles; legal issue recognition; case & statutory interpretation;

Legal analysis; law; state &/or federal laws & rules applicable to assigned department

Principles, practices, and theories of conducting legal research.

Legal issue recognition; case & statutory interpretation; legal analysis

Recording keeping, report preparation, filing methods and records management techniques;

General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment;

All computer applications and hardware related to performance of the essential functions of the job;

Applicable state, federal and local ordinances, laws, rules and regulations.

**Skill in:**

Handling highly sensitive and confidential matters in a professional manner.

Preparing reports, correspondence, and legal forms and documents.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Typing at a rate of 50 net words per minutes.

Providing outstanding customer service (internally and externally).

Communication clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Use of common office software including Microsoft Office.

**Mental and Physical Abilities:**

Ability to communicate effectively with the public and internal staff; and establish and maintain effective working relationships with variety of individuals.

Ability to communicate effectively orally and in writing.

Ability to work independently and make decisions on procedural matters with only limited direction received.

Ability to handle sensitive & routine inquiries from & contacts with public, legal personnel, business officials &/or clients

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to write reports, correspondence, procedure manuals.

While performing the essential functions of this job, the incumbent is regularly required to sit, see clearly; hear; read and write; walk; stand; grasp and hold objects; keyboard; and occasionally drive, work at night, and lift light objects up to 20 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust during special event functions.

The incumbent's working conditions are typically moderately busy work environment.

<b>Prepared by:</b>	<b>Date:</b>
<b>Approvals:</b> <b>Supervisor/Manager:</b>	<b>Date:</b>
<b>Director:</b>	<b>Date:</b>
<b>Human Resources:</b>	<b>Date:</b>
<b>I understand the above job description details my current job duties:</b>	
<b>Employee Signature</b>	<b>Date:</b>

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.