

Job Description

Human Resource Use Only

Position Number: Step/Grade Effective Date: 09/2014
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POSITION IDENTIFICATION

Position Title: Paralegal
Division: City Attorney
Status: Full Time Non-Exempt
Normal Workweek: Monday through Friday, 7:30 a.m. to 4:30 p.m., evening Personnel Committee meetings once a month

SUPERVISORY RELATIONSHIPS

Reports to: City Attorney
Directly Supervises: No supervisory responsibilities

POSITION PURPOSE

This is a high level paralegal position involving varied duties of considerable difficulty for the City Attorney. Work requires the exercise of confidentiality, initiative, independent judgment, and discretion in handling delegated legal and administrative details. The duties of this position are of such a nature that the employee often works on a large volume of projects covering a wide variety of subjects and is under the pressure of completing within a limited time period. The employee frequently works with considerable independence of action in preparing legal documents, management and preparation of Common Council documents, preparation of real estate and developments documents, giving information, receiving complaints and performing other public contact work. Work is performed under limited supervision and reviewed in a general manner.

ESSENTIAL DUTIES

- Prepares pleadings for state and federal courts and various state agencies and assists with statutory and court deadlines. Drafts routine pleadings, including collections pleadings in Small Claims Court for the City and Manitowoc Public Utilities. Performs legal research. Summarizes depositions and prepares trial notebooks.
- Drafts and prepares Common Council Resolutions and Ordinances;
- Drafts documents for the City's sale and purchase of property, including deeds, transfer forms, closing statements, offers to purchase, rights of first refusal, easements and easement releases.
- Drafts letters, memorandums, complaints, reports, agreements, legal documents, and other related material for review by the City Attorney.
- Serves as contact person for the City Attorney regarding legal matters affecting the City; schedules confidential meetings with supervisory personnel, elected officials, other employees and members of the public;
- Assists the City Attorney and contracted legal counsel with the prosecution of Municipal and Circuit Court matters including scheduling attorneys and witnesses for court; preparing

court paperwork including pleadings, subpoenas, and disposition forms; locating witnesses; record and track all prosecution files and occasional legal research;

- Assists with administration and investigation of claims against the City for review by the City Attorney;
- Coordinate and oversee collection renewal insurance applications for property damage, auto liability, workers compensation, employers' liability and boiler insurance;
- Prepares all licensing revocation and non-renewal paperwork for Licensing, Permits, and Inspections Committee;
- Serves as staff to the Personnel Committee and assists City Attorney, Human Resources Director, and elected officials with agenda preparation;
- Assists the City Attorney with reviewing insurance certificates submitted for special events in the City and contact citizens and groups to ensure appropriate coverage is in place and on file with the City.
- Drafts letters and notices for animal attacks/bites and removal from the City limits.
- Assists the City Attorney in preparing the department's budget, monitors expenditures, prepares quarterly Budget Status Exception Reports to be submitted to Finance and reviews budget status. Processes all requests for payment of invoices. Submits time cards and processes time sheet approvals to the Payroll Department.
- Administers the City Attorney's Office practice management software;
- Maintain law library;
- Receives and screens telephone calls and visitors; processes City Attorney's mail.
- Operates office machinery including computers, digital recorders, and copier/scanner;
- Notarizes City documents;
- Assists the public, city officials and city personnel with requests for information;
- Purchasing and stocking office supplies and equipment as needed.
- Serves as contact for Human Resources in absence of Human Resources Generalist.

OTHER DUTIES

Maintains and updates the City's website on CivicPlus with Personnel Committee agendas, minutes, audio of meetings and employment opportunities. Transcribes meeting minutes, including closed session minutes; organizes and emails Personnel Committee meeting materials such as agendas, minutes and background material to committee members; maintains confidential juvenile court records; and performs other duties and administrative projects as assigned.

MINIMUM POSITION QUALIFICATIONS

- Education:** Associates Degree in Paralegal Studies or a related field; strong coursework in business writing.
- Experience:** A minimum of three years legal office experience; or a combination of training and legal office experience which provides the required knowledge and skills.
- Certifications/Licenses:** Paralegal certificate preferred but not required.

Other Requirements:

KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of office methods, practices, and equipment including word processing, and a strong knowledge of Microsoft Word; knowledge of the operation, functions, and scope of authority of City departments and offices as related to handling and disposition of complaints; ability to exercise good judgment, courtesy and tact in receiving office calls and making proper disposition of basic problems; skill in handling difficult and complex office situations and discretion in maintaining a confidentiality; proficiency and accuracy in work processing with the ability to type a minimum of 70 w.p.m.; the ability to keep accurate records and make reports. Must possess the ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations; the ability to communicate effectively with the City Attorney, City department heads, City employees, Council members, and the general public; and the ability to accurately proofread documents. Must maintain the ability to add, subtract, multiply and divide.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and dictation equipment.

Physical Effort: The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

Working Conditions: The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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