

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Litigation Paralegal</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>EC08</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig	<u>Not Eligible</u>
Occupational Group	<u>Legal</u>

PRIMARY FUNCTION:

The litigation paralegal will work independently to assist in preparing, reviewing and summarizing legal documents, gathering witnesses, and conducting legal research involving advanced and complex issues.

SUPERVISION:

Receives general direction from the City Attorney and general supervision from the Assistant City Attorneys.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Reviews and summarizes legal records and transcripts; conducts independent legal research supplementing general case information and determining applicability in court; conducts investigations and general research as requested by the Assistant City Attorneys.
2. Prepares, organizes and maintains Law Department files.
3. Drafts legal documents such as pleadings, interrogatories, trial and appellate briefs, settlement agreements, stipulations, contracts, license agreements, releases and waivers under the general supervision and approval of the Assistant City Attorneys.
4. Attends depositions and trials as assigned; assists with all trial proceedings including, but not limited to preparing witness statements, affidavits, question preparation, scheduling witnesses for depositions, summarizing depositions, organizing and preparing exhibits, preparing trial notebooks for attorneys, preparing verdict forms, and drafting jury instructions, preparing pre and post-trial pleadings and motions, contacting and interviewing jurors after trial and prepare summaries.
5. Prepares summaries concerning cases on appeal and final appellate decisions for review by the Assistant City Attorneys.
6. Prepares necessary closing documents including stipulations, settlement agreements, and releases; makes arrangements for settlement conferences.
7. Organizes, indexes and creates new manuals on different subjects, as assigned.
8. Assists with maintaining the legal opinions database.
9. Coordinates with the attorney's Sunshine Law requests.
10. Utilizes computer software applications such as word processing, database, and spreadsheet, Internet and other office equipment as applicable to perform job duties.
11. Gains considerable knowledge of the functions of other departments in City Government in drafting correspondence, documents, memorandums, etc. and in answering inquires of citizens.
12. Travels periodically to off-site locations when gathering research and/or information.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops or seminars for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Combination of training and experience providing the following knowledge, skill, and abilities:

Knowledge

Principles, procedures and terminology used by paralegals in assisting attorneys; knowledge of legal bibliography, references and uniform citation system; knowledge of applicable court operations and judicial processes, legal terminology and legal formats; modern office practices including Windows based word processing systems; electronic research systems; and Standard English usage.

Abilities

Work independently and responsibly; read, analyze, comprehend, and interpret a large volume of legal and other information; type accurately at approximately the rate of 50 words per minute; handle a large volume of public contact and diffuse potentially negative situations; deal effectively and courteously with associates and the general public; follow oral and written instructions; make responsible decisions and recommendations; communicate effectively both verbally and in writing; prepare accurate written and verbal reports; independently plan, prioritize and organize work in an efficient manner; effectively welcome and embrace differences among employees and citizens; work effectively as a member of a team in carrying out the city's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

An Associates degree in Legal Studies or related discipline with at least 12 hours of legal course work such as civil trial procedures, legal research and writing, ethics and introduction to law with at least two years active trial litigation experience; or a bachelor's degree in a related field with listed course work and some trial litigation experience is required. Experience may be substituted for the education requirement on a year for year basis.

Physical Requirements

Performs bending, squatting, sorting and reaching to both ground level and overhead as required for the retrieval and storage of files; lifts and carries up to 10 pounds; pushes and pulls up to 25 pounds; holds and grips objects; may be subject to sitting for long periods of time; able to operate a computer keyboard and/or mouse; must be able to observe a variety of situations, places, and information for research purposes.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment; constant noise associated with a fast paced office environment.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operators License.

Miscellaneous Requirements

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5324
Comments:	Updated Abilities	Date: November 24, 2003
I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.		
Signed: _____		Date: _____