



City of Tempe

PARALEGAL II+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	220	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	City Attorney	<i>Salary / Hourly Minimum:</i>	\$23.400000
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$31.590865
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Paralegal II+
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Paraprofessionals

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Paralegal series. Employees within this class are distinguished from the Paralegal I+ by the performance of the full range of duties as assigned including the possession of a Bachelor's degree and a Paralegal Certificate from an accredited paralegal program. Employees at this level receive general instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees at this level should be capable of performing all of the tasks normally undertaken by an entry level attorney with the exception of appearing in court and giving legal advice. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Paralegal I+, or, when filled from the outside, require two years of prior paralegal experience and possession of a Bachelor's degree and a Paralegal Certificate from an accredited paralegal program. Appointment to the higher class requires that the employee possesses a Bachelor's degree and an accredited Paralegal Certificate and is performing the full range of journey level duties assigned to the class.

REPORTING RELATIONSHIPS

Receives general supervision from the City Attorney or from other legal staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of responsible paralegal experience.
<i>Education:</i>	Equivalent to a Bachelor's Degree from an accredited college or university. Paralegal certification through a school approved by the American Bar Association or certification through the National Association for Legal Assistants is required.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide administrative assistance to the legal staff to include legal research, preparation of memorandums and correspondence relating to a variety of legal issues, assistance with the drafting and review of contracts, ordinances, resolutions and other legal documents, and to assist with trials and hearings.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Assist attorneys with legal research by locating applicable precedents, legal opinions, statutes and orders.
- Review case records and assemble necessary information for legal proceedings.
- Review, organize and index pleadings, discoveries and other pertinent legal documents for litigation files.
- Analyze and investigate evidentiary problems with submitted records; summarize information in detailed written form for attorneys.
- Draft written briefs, opinions, discovery requests and responses.
- Assist attorneys with preparation of trial to include organization of exhibits, deposition abstraction and witness notification.
- Respond to inquiries from the general public and employees regarding Tempe ordinances.
- Assist with the review and drafting of legal documents, including contracts, ordinances, and resolutions.
- Assist legal clerical staff with miscellaneous duties as needed.
- Perform related duties as assigned.
- Investigate the facts (including off-site interviews, etc.) of cases and ensure all relevant information is considered; assist in client/witness interviews.
- Assist in preparing legal arguments; draft pleadings and motions for filing with the Court; obtain affidavits.
- Prepare written reports to determine how cases should be handled.
- Draft legal documents including litigation and transactional documents as assigned.
- Analyze, organize, and review records and other documents revealed through the discovery process.
- Update and maintain the database management system for litigation support and trial use.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 1990

Revised August 1995

Revised June 2001 (creation of a flex-class)

Revised January 2019 (update union code)