



City of Tempe

PARALEGAL I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	170	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	City Attorney	<i>Salary / Hourly Minimum:</i>	\$21.204327
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$28.621635
<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 entry-level class in the Paralegal series. This class is distinguished from the Paralegal II+ by the performance of more routine duties under close supervision.

REPORTING RELATIONSHIPS

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

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of paralegal experience, criminal experience preferred.
<i>Education:</i>	Equivalent to an Associate of Arts 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 preferred at the time of application.
<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. The primary function of an employee in this class is to perform paralegal and administrative work by assisting attorneys and office staff in case preparation and presentation and gathering information relevant to issues on litigation. This is accomplished by completing legal research, drafting responses to motions filed by opposing counsel and/or issues being litigated, managing cases, monitoring case progress, documenting information, giving technical assistance, and organizing evidence, and performing any other essential function to carry out the mission of the Tempe Prosecutor’s Office.

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.
- Review case records and assemble necessary information for legal proceedings.
- Assist attorneys with preparation of trial to include organization of digital evidence and facilitation of witness interviews.
- Assist attorneys with legal research by locating applicable precedents, legal opinions, statutes and orders.
- 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 legal clerical staff with miscellaneous duties as needed.
- Interface with Department of Public Safety, Arizona Criminal Justice Information System (ACJIS); perform agency security functions and provide operator training and certification.
- Assist with the review and drafting of legal documents, including contracts, ordinances, and resolutions.
- Respond to inquiries from the general public and employees regarding Tempe ordinances.
- Review, organize and index pleadings, discoveries and other pertinent legal documents for litigation files.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to walk frequently from office to courtroom and back;
- Ability to stand and pull file folders from cabinets.

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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective June 1990</i> <i>Revised August 1995</i> <i>Revised June 2001 (creation of a flex-class)</i> <i>Revised November 2018 (Updated Essential Job Functions and job duties assigned to Criminal Division)</i> <i>Revised January 2019 (Update min quals, union code, and job duties)</i> <i>Revised February 2019 (update essential job functions)</i></p>