



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PARALEGAL ASSISTANT

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4080

PAY RANGE CODE: 13 AEC

REVISION DATE: 5/25/17

NATURE OF WORK:

This is para-professional work providing legal assistance to the attorneys in the City Law Department. Work involves performing legal research; taking statements from witnesses; investigating cases; preparing evidence and assembling documentation for cases; preparing briefs, pleadings, and other legal documents; filing documents with the court system; and conducting electronic case management for use in federal court. An incumbent in this classification works with considerable independence in the performance of duties and receives general guidance from superiors.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Researches and analyzes legal sources such as statutes, ordinances, and judicial decisions to locate and assemble documents and facts relevant to the cases the legal staff will prosecute.

Interviews witnesses and parties to lawsuits to glean needed information, prepare parties involved for participation in hearings, and ensures presence of witnesses and any expert witnesses in court.

Conducts research to collect data using electronic legally oriented programs and prepares video presentations for use in court.

Investigates charges of discrimination, prepares position statement drafts, interviews witnesses, collects and documents facts, and assembles documentation and evidence related to assigned cases.

Prepares and serves subpoenas to those in the healthcare field.

Prepares summaries of medical records to provide histories in litigation cases and researches drugs, illnesses, and medical conditions related to those cases.

Gathers and compiles data and prepares the department's annual report, including sections for each of the department's divisions.

Drafts legal documents, letters, appeals, memoranda, pleadings, council documents, contracts and other documents for review. Notarizes documents as needed.

Assists attorneys in preparing for and conducting cases for trial, the preparation of exhibits, instructions, briefs, and other documents, and with the conduct of trials.

Assists attorneys at pre-trial and settlement conferences, depositions, court hearings, and mediation hearings.

Obtains documentation from other city departments, including sensitive police and personnel records, as part of internal investigations.

Trains and supervises interns in the paralegal profession.

Attends workshops and classes to remain current in electronic legal research and the use of electronic devices to prepare exhibits and view and analyze films and surveillance tapes.

Researches, analyzes, and documents contracts involving other city departments for submission to the Mayor and other interested parties and for litigation purposes.

Prepares for review and electronically submits federal court pleadings and bankruptcy court documents.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of legal research, especially electronic research.

Knowledge of the operation and activities particular to a law office.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in researching cases, statutes, ordinances, and other pertinent data and preparing drafts of briefs, contracts, and other litigation related documents.

Skill in preparing for court cases, including preparing summaries of medical records, researching the content and effects of certain drugs, the causes of medical conditions, and compiling electronic video presentations for use in court.

Ability to electronically and manually research and interpret statutes, ordinances, judicial decisions, and similar legal documents.

Ability to prepare for review and electronically transmit federal court documents and bankruptcy documents.

Ability to conduct field investigations, interview and take statements from witnesses and parties to cases, prepare them for their court appearances, and ensure that all parties involved including expert witnesses, make their appearances as scheduled.

Ability to investigate charges against the City, collect pertinent data, and prepare position statements.

Ability to compile information and prepare the department's annual report.

Ability to prioritize and work on multiple projects simultaneously while meeting deadlines.

Ability to train others and oversee their work.

Ability to understand written or oral instructions.

Ability to operate standard office equipment.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 25 to 50% of the time and to walk and carry items up to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Associate's Degree in an American Bar Association approved paralegal course of study.

AND

Six (6) months of experience in providing paralegal assistance to attorneys.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noises or at various sites when conducting field investigations.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone
Copier
Typewriter

Computer
Printer
DVD Player

Dictation equipment
Scanner
Audio/Visual Equipment

Previous Revision Date(s): 6/24/93
10/31/97
1/30/07
8/29/13