



# City of Tempe

## PARALEGAL II+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	220	<i>Department / Office:</i>	City Attorney
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Paralegal II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

**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. 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.

**REPORTING RELATIONSHIPS**

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

**MINIMUM QUALIFICATIONS**

<i>Experience:</i>	Two (2) years of paralegal experience.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university.
<i>Licenses/Certifications:</i>	Possession of a Paralegal certification through a school approved by the American Bar Association or certification through the National Association for Legal Assistants.

**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.

- 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.
- 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.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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>  <a href="#">City of Tempe, AZ : Competencies</a></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 January 2019 (update union code)</i>  <i>Revised April 2021 (update license/certs, and physical demands and work environment)</i></p>