

PARALEGAL

PURPOSE: Assist in preparing and processing litigation and in the collection of debts and judgements.

FUNCTIONAL AREAS:

1. Assist in preparing and processing litigation.
 - * A. Process delinquent account files and arrange for civil litigation.
 - * B. Gather evidence, including taking statements.
 - * C. Investigate legal remedies in order to resolve delinquent accounts and judgements.
 - * D. Research and verify all relevant facts regarding a case.
 - * E. Prepare and file court documents in a proper and timely manner.
 - * F. Prepare exhibits for presentation in court.
 - * G. Schedule attorney's appearances.
 - * H. Represent the City in small claims court.
 - * I. Arrange for, or deliver subpoenas.

2. Assist in the collection of delinquent accounts and judgements awarded to the City.
 - * A. Review and evaluate assigned delinquent account files for appropriate collection action.
 - * B. Notify debtors to negotiate, arrange and monitor payment plans without litigation.
 - * C. Research, locate, and verify debtor assets.
 - * D. Record liens against judgement debtors real property.
 - * E. Prepare and process garnishment and attachment documents.
 - * F. Respond to requests from judgement debtors and other parties regarding judgements and levies.

3. Perform related tasks as assigned
 - * A. Research and analyze law sources such as statutes, ordinances, judicial decisions, legal articles, treatises and constitutions in order to prepare legal documents for attorney review.
 - * B. Maintain a current body of legal knowledge especially as it relates to the rights of debtors, and discovery.
 - * B. Participate in paralegal/legal assistant training.
 - C. Maintain collection manual.
 - D. Assist office support staff as needed.
 - E. Process and maintain bankruptcy and probate accounts

JOB REQUIREMENTS

Education:

- † A. Three (3) years education in an accredited post-secondary program as a Paralegal or Legal Assistant, or three (3) years verifiable full-time equivalent experience in those areas, or a combination of that education and experience.

License:

- † A. Possess a valid Minnesota Class "D" Driver's License or privilege.

Knowledge:

- † A. Knowledge of the nature of the legal system and areas of legal practice.
- † B. Knowledge of the litigation process in both the state and federal court systems, including documents used in instituting and defending lawsuits.
- † C. Knowledge of credit laws.

Skill:

- † A. Skill in researching legal issues using ordinances, statutes, digests, reporter systems, legal encyclopedias, legal periodicals, and government documents, whether printed or electronic.
- † B. Skill in reading and comprehending complex materials involving legal and technical matters.
- † C. Skill in microcomputer operations and associated software applications including word processing, data base, and spread sheet.

Abilities:

- † A. Ability to collect delinquent accounts.
- † B. Ability to prepare and process litigation as required.
- † C. Ability to communicate orally and in writing in a logical, persuasive and accurate manner.
- † D. Ability to communicate effectively on a one-to-one basis or before groups for the purpose of obtaining or providing information.
- † E. Ability to work independently, be resourceful and complete assignments from minimal information and under general instructions.
- † F. Ability to accurately and thoroughly document and file information.
- † G. Ability to work under pressure of time and conflicting demands.

- † H. Ability to work effectively with supervisors, co-workers and citizens.
- † I. Ability to operate a typewriter, calculator, and microfilm reader printer.
- † J. Ability to transport oneself to, from, and around worksites.
- † K. Ability to perform SEDENTARY WORK (defined as lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as docket and ledgers).

*Essential functions of the classification.

†Job requirements necessary on the first day of employment.

Anlst: CT	Date:20040512
Union: Basic	Pay: 131
CSB:20040601	Class: 3224
CC: 20040614	Res: 04-0383R