

## PARALEGAL

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

### **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 judgments.
  - \* 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 judgments 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 judgment debtors real property.
  - \* E. Prepare and process garnishment and attachment documents.
  - \* F. Respond to requests from judgment debtors and other parties regarding judgments 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 dockets and ledgers).

\* Essential functions of the classification.

† Job requirements necessary on the first day of employment.

HR: CT	Union: Basic	EEOC: Paraprofessionals	CSB: 20040601	Class No: 3224
WC: 8820	Pay: 131	EEOF: Varies	CC: 20040614	Resolution: 04-0383R