

## **PARALEGAL (CONFIDENTIAL)**

**PURPOSE:** Under general supervision, provides paralegal support services principally in the labor practice and employment areas; and provides a variety of paralegal and administrative support for attorneys in the City Attorney's Office.

### **FUNCTIONAL AREAS:**

1. Provide paralegal support to City Administration on matters involving city bargaining units and labor relations.
  - \* A. Research current and proposed Collective Bargaining Agreement language.
  - \* B. Research rules, regulations, laws related to labor relations and bargaining.
  - \* C. Draft city proposals for negotiating sessions.
  - \* D. Assist City Administration at assigned contract negotiation sessions.
  - \* E. Work with administration to determine negotiation strategy and proposals.
  - \* F. Monitor pending union grievances, draft responses and craft strategy as needed.
  - \* G. Coordinate the tracking, processing and closing of grievance files.
  - \* H. Assist legal staff and management with the consistent and equitable application of contract provisions, by clarifying and reviewing proposed actions.
  - \* I. Prepare written responses to requests for information, summarize and report on status of grievance investigations and resolutions, prepare a variety of correspondence, and communicate information to Human Resources Department, City Attorney's Office staff and other affected parties.
  - \* J. Assist in investigation of employee grievances and complaints as requested.
  - \* K. Prepare information for grievance meetings, arbitrations, mediations, fact-findings and other administrative hearings as requested.
  - \* L. Research contract and negotiation history to resolve or recommend resolution of contract interpretation and application problems.
  
2. Provide paralegal support to City Administration on employment related matters as needed.
  - A. Assist Administration on a broad range of employment issue topics related to recruiting, hiring, discipline, termination, disability, internal investigations, litigation, compliance with Federal, State, and local laws and regulations, best practice development and emerging HR issues.
  - B. Assist with gathering data, researching, and investigating employment issues.
  - C. Monitor and summarize legislative and regulatory developments on employee benefit and employee and labor relations issues.
  - D. Prepare drafts of plan documents, plan amendments and related documents.
  
3. Assist City Attorney, Administration and Elected Officials in legislative matters.
  - \* A. Research and draft City ordinances, resolutions, pleadings, letters, and other transactional documents as requested.
  - \* B. Discuss and review draft legislation with City Attorney, Administration and elected officials.
  - \* C. Perform preliminary analysis of legislative issues and research legislative histories.
  - \* D. Gather and coordinate compilation of information, materials, documents, reports and evidence necessary to respond to legislation and for agenda preparation.
  - \* E. Research miscellaneous rules, regulations and legislation as needed.

4. Assist City Attorney and Administration in preparing and processing litigation.
  - \* A. Investigate and verify all relevant facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.
  - \* B. Gather evidence, including taking statements from witnesses.
  - \* C. Prepare and file court documents in a proper and timely manner.
  - \* D. Prepare exhibits for presentation in court.
  - \* E. Schedule and coordinate attorney's appearances and prepare materials for these events.
  - \* F. Represent the City in small claims court.
  - \* G. Deliver or direct delivery of subpoenas.
  
5. 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. Provide technical support for current database software, including troubleshooting miscellaneous problems and errors.
  - \* C. Maintain a current body of legal knowledge, especially as it relates to discovery.
  - \* D. Coordinate processes for file management and document preservation.
  - \* E. Participate in paralegal/legal assistant training.
  - \* F. Assist office support staff as needed.

## **JOB REQUIREMENTS**

### Education & Experience Requirements:

- ◆ A. Three (3) years education in an accredited post-secondary program as a paralegal or legal assistant, or three (3) years of increasingly responsible full-time paralegal or legal assistant experience.
- B. Experience with labor and employment issues preferred.

### License Requirement:

- ◆ A. Possession of a valid Minnesota Class "D" Driver's License or privilege.

### Knowledge Requirements:

- ◆ 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.

### Skill Requirements:

- ◆ 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, database, and spreadsheet.

Ability Requirements:

- ◆ A. Ability to prepare and process litigation as required.
- ◆ B. Ability to communicate orally and in writing in a logical, persuasive and accurate manner.
- ◆ C. Ability to communicate effectively on a one-to-one basis or before groups for the purpose of obtaining or providing information.
- ◆ D. Ability to work independently, be resourceful and complete assignments from minimal information and under general instructions.
- ◆ E. Ability to accurately and thoroughly document and file information.
- ◆ F. Ability to work effectively with supervisors, co-workers and citizens.
- ◆ G. Ability to operate a typewriter, calculator, and microfilm reader printer.

Physical Requirements:

- A. Ability to sit for extended periods of time.
- B. Ability to work under pressure of time and conflicting demands.
- C. Ability to transport oneself to, from, and around worksites.
- ◆ D. Manual dexterity to use keyboard for the preparation of reports and other documents.
- ◆ E. Ability to talk and hear to obtain and provide information.
- ◆ F. Ability to transport oneself to, from, and around sites of projects.
- ◆ G. Ability to occasionally lift and carry presentation materials and equipment weighing up to 10 pounds.

\*Essential functions of the classification.

◆ Job requirements necessary on the first day of employment.

HR: TS	Union: Confidential	EEOC: Paraprofessionals	CSB: 20110906	Class No: 3234
WC: 8820	Pay: 9	EEOF: Admin/Finance	CC: 20110926	Resolution: 11-0480R