

**SENIOR PARALEGAL/DEPUTY CITY CLERK**  
**JOB DESCRIPTION**

**Department:** City Attorney's Office

**Reports To:** The City Attorney

**Overview:** Assists the City Attorney in coordinating legal research; preparing routine and specialized documents; and maintaining and updating city records and the official city code. Assists the City Clerk in coordinating and recording City Council meetings.

**ESSENTIAL DUTIES**

- Conducts legal research; researches public records; and drafts ordinances, resolutions, contracts, deeds, and easements.
- Coordinates and drafts written responses to requests for information or action.
- Assists the City Clerk, as required, with establishing and attending City Council meetings; preparing agendas, minutes and proclamations; and signing or attesting official documents in the absence of the City Clerk.
- Responds to routine and sensitive inquiries and requests for information or services of City staff and visitors.
- Coordinates and prepares notices for public hearings.
- Prepares, maintains, and updates records and files.
- Maintains and updates the city code.
- Develops and monitors the departmental budget for the city attorney's office.

- Conducts research, prepares various documents, and assists with answering inquiries relating to the City Attorney's representation of the School Board.
- Other duties as required.

<b>NEW PAY GRADE: General – 15</b>
<b>FLSA DESIGNATION: Non-Exempt</b>

## **CLASS SPECIFICATIONS**

### **Education & Directly Applicable Experience**

High School diploma and seven to ten years directly related experience or

Two years of college or Associate's Degree and two to less than five years directly related experience or

A Bachelor's Degree and less than two years directly related experience.

Must possess the ability to obtain and maintain required certifications as deemed necessary within specified period of time; paralegal certification desirable.

### **Supervisory Controls**

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

### **Supervision Given**

This position does not supervise any other positions.

### **Guidelines**

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, users' manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and may make deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

### **Complexity**

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances; variations in approach; and complex, incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

### **Scope and Effect**

The work product or service affects the work of other employees or experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

**Personal Contacts**

The majority of personal contacts are with high-ranking City officials and organizational employees.

**Purpose of Contacts**

The purpose is to obtain, clarify, or give information regardless of the nature of the information, i.e. the data may range from easily understood to highly technical.

**Physical Demands**

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there is some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

**Work Environment**

The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.