

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

Department: City Attorney's Office

Reports To: The City Attorney

Overview: Assists the City Attorney by performing legal research of legislation, statutes, regulations, and public records; reviews complex legal documents and analyzes information; and drafts routine and complex documents. Serves as the Deputy City Clerk by assisting the City Clerk with documents for City Council meetings and functions, and serves as a City Freedom of Information Act ("FOIA") Officer and administers the City's online FOIA system.

~~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

- **Performs legal research in the City Code, Code of Virginia, federal law, and public records.**
- **Assists the City Attorney in drafting routine and complex legal documents such as City ordinances, resolutions, contracts, deeds, purchase and development agreements, employment and separation agreements, and School Board documents.**
- **Reviews and edits numerous types of contracts for the City and School Board and negotiates changes within guidelines established by the City Attorney and under the City Attorney's supervision.**
- **Reviews plats and title documents for public works projects, prepares deeds, and monitors the progress of Public Works' projects.**

- **Serves as a City FOIA Officer; answers FOIA requests; and provides guidance to staff.**
- **Provides project management over the City's online FOIA portal; coordinates legal records' retention; and coordinates with the General Code Publishers Corporation the updating of the City Code.**
- **Coordinates and prepares notices for public hearings for multiple City entities.**
- **Serves as the City Attorney's liaison in assisting department directors and staff with legal issues as needed.**
- **Provides litigation support and assists the City Attorney with trial preparation.**
- **Gathers information relating to potential insurance claims and conveys the information to the City Purchasing Agent/Risk Manager.**
- **Serves as a back-up to the City Clerk; fills in at City Council meetings as needed; and assists the City Clerk in tracking Boards and Commissions appointments and facilitating City Council functions.**
- **Reviews and edits draft Minutes of the City Council, Planning Commission, and Economic Development Authority.**
- **Drafts Develops and monitors the departmental budget and tracks monthly expenditures. for the city attorney's office.**
- ~~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 from of City staff and visitors.~~
- ~~Prepares, maintains, and updates records and files.~~

- ~~Maintains and updates the city code.~~
- ~~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 or as assigned by the City Attorney.

NEW PAY GRADE: General – 15 16
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATIONS

Education & Directly Applicable Experience

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

Two years of college or an Associate's Degree and three years directly related experience; or

A Bachelor's Degree and some directly related experience.

Must possess the ability to obtain and maintain required certifications as deemed necessary within specified period of time; paralegal certification from a nationally recognized organization is preferred.

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 **or when the employee has questions.**

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. **The supervisor exercises oversight to minimize the risk of the employee engaging in the unauthorized practice of law.**

Supervision Given

This position supervises Part-time/Temporary staff. ~~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 **provided** ~~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, **and** observance of fire regulations and traffic signals are minimally required.