

## PARALEGAL

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible paralegal work within the Office of the City Attorney. Work involves assigned research into legal issues concerning the City of Madison, creating routine legal documents and memoranda, coordinating responses to discovery, assisting in the administration of the City's bankruptcy and worker's compensation claims, serving process as needed, reviewing City contracts for accuracy, and overseeing the long form complaint process for building code cases and occasionally for fire, liquor, or health code cases. Under the general supervision of the City Attorney and/or other legal staff, work is performed independently within pre-established parameters.

#### Examples of Duties and Responsibilities:

Assist staff with prosecution work. Review and correct building, liquor, health and fire code long form complaints. Communicate with Building Inspectors and Attorneys regarding complaints and court process. Review and process Discovery Requests. Assist prosecuting attorneys as needed with court preparation. Act as Transaction Information for the Management of Enforcement (TIME) Agency Coordinator, ensuring that proper certifications and renewals for use of the Crime Information Bureau (CIB) TIME System are maintained, and updating certified personnel on regulatory changes.

Support worker's compensation casework. Set up files for each claim with third-party reimbursement potential. Work with insurance companies in claims involving collisions. Work with the Victim/Witness unit of the District Attorney's office to obtain a Restitution Order in criminal cases involving injury to City employees. Assist in coordinating efforts in cases in which the injured employee has hired a private attorney to file a concurrent civil case. Update and relay claim to supervising attorney when legal advice is required or settlement offers do not meet standard amounts.

Provide assistance with City contracts. Review contracts for correct format, including required signatures and authorizations. Assist in the formatting and drafting of new contracts, as needed. Attend Contract Group meetings to keep up-to-date with any changing contractual requirements.

Perform bankruptcy work. Review Debtor's file in Pacer to determine the nature of the debt owed to the City. Notify appropriate City Agency and gather documentation of debt as required. Assist department personnel in filing Proofs of Claim as needed. Respond to related inquiries.

Research legal issues, using both manual research methods and computerized assisted methods. Draft follow-up memorandum to report conclusions. Research legislative history at the Legislative Reference Bureau. Organize and summarize drafting record information.

Locate and secure records such as court records, medical records, police reports, and documents from other agencies (real estate documents from Dane County Register of Deeds

and incorporation records from Department of Financial Institutions). Obtain any other documents as requested.

Perform related work as assigned.

## QUALIFICATIONS

### **Training and Experience:**

Generally, positions in this classification will require:

Two (2) years of increasingly responsible administrative experience, which includes substantial public contact and one (1) year of legal administrative experience in a court system, law office or similar environment. Graduation from a two-year accredited legal assistant program with an Associate's Degree in Applied Science - (Paralegal) or Paralegal certification from the State Bar may be substituted for one (1) year of the required experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

### **Knowledge, Skills and Abilities:**

Working knowledge of civil court procedures relative to filing documents, researching records and other administrative activities. Working knowledge of the principles, practices and terminology applicable to litigation work. Working knowledge of and ability to perform modern office practices and procedures, including use of software systems and methods of organizing and tracking hard copy and electronic documents. Ability to research, investigate and present factual data and evidence. Ability to effectively research issues and write technical documents. Ability to draft and prepare a variety of legal papers. Ability to write legal memoranda, legal documents in a clear, concise and useful manner. Ability to gather, organize and evaluate a variety of data and information. Ability to assess a variety of dispositional actions and to take or recommend appropriate actions. Ability to interpret and apply complex rules, regulations, guidelines and laws. Ability to exercise independent judgment and carry out assignments with general continued supervision. Ability to conduct interviews and to identify and refer resultant information to pending casework. Ability to maintain effective working relationships. Ability to communicate effectively, both orally and in writing. Ability to maintain confidentiality as required.

### Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Ability to be fingerprinted and pass a criminal background check for access to the CIB/DOJ (Department of Justice) TIME system and Law Enforcement Records Management System (LERMS).

### **Physical Requirements:**

Work is performed in an office environment using standard office equipment such as a computer, telephone, and copier.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Paralegal	18	05

Approved: \_\_\_\_\_  
Harper Donahue IV  
Interim Human Resources Director

Date