



Title: Senior Paralegal

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Law Office Administrator.

Receives technical/legal direction from assigned Attorneys.

May act as a lead worker, overseeing the technical aspects and scheduling of the work of employees which may include Legal Assistants, Legal Specialists or Legal Clerks.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree or equivalent in American Bar Association approved program, paralegal or legal assisting studies.
- **Experience:** Minimum of five years Paralegal experience. Requires a working knowledge of specialized practices, equipment and procedures. Prior supervisory experience or experience as a lead Paralegal overseeing programs, major cases or transactions, and/or legal support staff preferred.
- **Licenses/Certifications/Special Requirements:** None required.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Bachelor's degree or equivalent in American Bar Association approved program, paralegal or legal assisting studies.
- Experience in a law office setting leading operations of major legal programs, major cases or transactions, supervising and/or leading other members of workgroup legal support staff.

JOB SUMMARY

The purpose of this position is to provide paraprofessional office support to attorneys; gather information relevant to issues regarding various City departments; and interpret legal writings or documents in order to prepare legal documents, analyses and summaries for attorneys. Incumbents perform complex legal work that may be routinely undertaken by an entry-level attorney, under the supervision of the attorneys in the City Attorney's Office. Manages cases, assesses situations, monitors case progress, completes legal research, documents information, and responds to complaints and / or issues. May act as a lead to legal assistants or legal specialists within the workgroup. Reviews court cases to provide legal analysis to attorneys; coordinates calendars; updates records; analyzes situations for recommended actions; coordinates legal research contract negotiations; and drafts documents for attorney review.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Generates or drafts legal documents for Attorney review; files documents in appropriate state or federal court.
2	Communicates with client departments and outside entities
3	Performs City Code Codification.
4	Acts as Power User for Practice Manager Case and Matter Management software.
5	Performs case management of legal files; gathers and documents information; summarizes, organizes, and indexes prior opinions; etc.
6	May coordinate, review, and proofread legal documents and litigation deadlines. Reviews and coordinates court calendar, case files, and follows-up with clerical staff to ensure trial readiness.
7	May gather and coordinate electronic filing and discovery information for City Attorney's Office for use in federal and state court.
9	May be assigned to lead, coordinate and monitor legal programs such as City Code codification, deferred prosecution program or other programs as needed by the City Attorney's Office. May be assigned to oversee major litigation cases or transactional processes, and/or analyze deferred prosecution case status and recommend action upon notice of non-compliance.
10	May be assigned to function as lead to other designated legal support staff in workgroup, such as legal assistants or legal specialists. Organizes and prioritizes work assignments, training and providing situational guidance. Assists with hiring decisions and assisting with conducting performance evaluations within workgroup. May lead operations of programs within workgroup. Develops and maintains standard forms and procedures.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”					
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Office	X	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, telephone, copier, scanner, fax machine, printers, label printer, mobile or smart phone, shredder, calculator and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.