



City of Peoria

HUMAN RESOURCES

Title: Paralegal

FLSA STATUS: Non-Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Law Office Administrator.
Receives technical/legal direction from Assigned Attorneys
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None required.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Associate's degree or certification in Paralegal Studies
- Experience in a law office setting functioning as a paralegal

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 interpreting legal writings or documents in order to prepare legal documents, analysis and summaries for attorneys. Manages cases, assesses situations, monitors case progress, completes legal research, documents information, and responds to complaints and / or issues. Reviews court cases to provide legal analysis to attorneys; coordinates calendars; acts as City Code codifier; updates records; analyzes situations for recommended actions; coordinates legal research contract negotiations; and drafts documents for attorney review.



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	Conducts legal research and analyzes law sources for attorneys; determines appropriate research inquiries and relevant resources.
2	Generates or drafts legal documents for Attorney review; files documents in appropriate state or federal court.
3	Communicates with client departments and outside entities
4	Performs City Code Codification.
5	Acts as Power User for Practice Manager Case and Matter Management software.
6	Performs case management of legal files; gathers and documents information; summarizes, organizes, and indexes prior opinions; etc.
7	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.
8	May gather and coordinate electronic filing and discovery information for City Attorney's Office for use in federal and state court.
9	May coordinate and monitor the deferred prosecution program. Analyzes case status and recommends action upon notice of non-compliance.



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.