

**MAJOR FUNCTION**

This is a paraprofessional, legal support position providing assistance to the legal staff of the City Attorney's Office. Duties include analyzing and summarizing information on statutes, ordinances and other legal materials, conducting legal research, preparation of case files and legal documents, and general administrative assistance as needed. The work is performed under the general supervision of the Deputy or Senior Assistant City Attorney and the work is reviewed through observation, reports, conferences and for the achievements of the desired results.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Conducts legal research and summarizes information and presents findings to attorneys. Analyzes, compiles and summarizes information on statutes, ordinances, legal decisions, opinions, rulings, memoranda or other legal material for internal use. Examines legal instruments or other documents to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirement. Investigates claims and legal complaints and coordinates with staff attorneys, outside counsel and insurance adjusters on appropriate disposition of cases. Investigates claims and legal complaints against the City, collects pertinent documents, analyses cases and reports findings to staff attorneys. Prepares drafts of legal documents researches and composes correspondence for staff attorneys. Performs related work as required.

**Other Important Duties**

Assists in selecting, assembling, and summarizing information on legal instruments and specific legal subjects. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of law office policies and procedures. Knowledge of business English, spelling and punctuation. Knowledge of legal research procedures and techniques. Knowledge of filing systems and records management. Ability to research, analyze, and condense large amounts of information into clear, concise format for attorney review. Ability to communicate effectively, both orally and in writing. Ability to exercise judgment and discretion in applying and interpreting organizational rules, regulations, policies and procedures. Ability to perform routine to complex administrative support activities, research and compile data; and prepare correspondence and reports. Skill in the operation of a personal computer and the associated programs and applications needed to perform on-line legal research and other functions necessary for successful job performance.

**Minimum Training and Experience**

Possession of an associate's degree in paralegal studies from an accredited community college and two years of experience as a paralegal; or successful completion of 90 quarter hours or 60 semester hours at an accredited college or university and two years of experience as a paralegal; or an equivalent combination of training and experience.

**Necessary Special Requirements**

Must be a Registered Florida Paralegal or a Certified Paralegal or Certified Legal Assistant within one year of appointment. Must possess a valid State Class E State driver's license at the time of appointment.

Established: 07-02-92

Revised: 07-22-94  
04-01-04\*  
02-18-13  
06-10-13