

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Paralegal

Department: Administration

Pay Grade: 508

FLSA Status: Non-Exempt

Job Code: A110

JOB SUMMARY

The purpose of this classification is to provide legal assistance and administrative support to either City Attorneys or the Prosecuting Attorney of the Municipal Court, to include providing legal research, preparation of legal documentation, file preparation and maintenance, administration of alcoholic beverage licenses, legal compliance issues, and general office management.

ESSENTIAL JOB FUNCTIONS

- Conducts extensive research of state/federal laws, department files, City records, legal records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources: researches state/federal statutes, state/federal case law, and City ordinances regarding zoning, due process, alcoholic beverages, elections, open meetings, open records, property and tax, annexation, telecommunications, personnel issues, legal organs, or other subjects; researches state statutes during elections and maintains checklists regarding dates, deadlines, advertisements, qualifying data, ethics, and related information.
- Receives legal documents and requests such as subpoenas, warrants, motions, discovery to review and record/incorporate with related legal documents and/or compile with related case/file information.
- Creates and maintains legal files; enters information into department database; updates database; attends court calendars.
- Responds to requests pursuant to the Open Records Act: reviews state/federal statutes to determine whether requested information or documentation are considered protected or are required to be provided according to the Act.
- Provides legal assistance to attorneys: drafts motions, accusations, orders, resolutions, ordinances, pleadings, and other documentation at direction of City Attorney; files

pleadings with appropriate court; submits pending litigation to the City's insurance provider; gathers discovery documents required by outside counsel representing the City in litigation.

- Assists City Attorneys with court cases as required: attends court sessions or meetings of Mayor/City Council as directed; schedules meetings, depositions, appearance of witnesses, and court reporters for trials or appearances before Mayor/Council; prepares exhibits, pleadings, and trial notebooks; accompanies attorneys to trials to provide assistance.
- Accesses GCIC/NCIC databases to provide City Solicitor with accurate and updated histories of defendants.
- Administers permitting and renewal of City alcoholic beverage licenses: meets with and provides information to applicants regarding application, advertising, and public hearing procedures; reviews completed license applications to determine eligibility for license issuance/renewal; advises City Attorney and Police Department regarding pending applications; issues alcoholic beverage licenses and annual renewals; responds to questions from licensees regarding legal issues relating to sale of alcoholic beverages; conducts surveys of other jurisdictions regarding alcoholic beverage license statutes and fees, and reports findings to City officials.
- Administers compliance with state statutes of annexation activities: researches state statutes regarding requirements of various types of annexations; creates checklist to provide timely adherence to statutory requirements; coordinates the notification/advertising process with zoning office as appropriate; prepares resolutions, public notices, and ordinances; sends required notices to state/federal agencies and departments; sends notice letters to property owners/residents; maintains required records.
- Provides administrative support for City Attorneys or other staff members: relieves City Attorney of routine administrative tasks; drafts correspondence and reports as directed by City Attorney; screens telephone calls, mail, e-mail, and other communications and initiates appropriate action/response.
- Performs office management functions for Legal Division: coordinates work activities; maintains inventory of office supplies and orders supplies as needed; processes requisitions and invoices for payment; provides budgetary input; maintains computer database, files, and records.
- Performs customer service functions: provides information and assistance related to legal cases, documentation, procedures, or other issues; responds to questions from City departments, attorneys, court personnel, the public, or others; researches questions/problems, obtains information, and initiates problem resolution; refers matters to City Attorney or to appropriate department, court, or agency as appropriate.
- Performs notarization of documents for City departments and citizens.
- Provides direction, guidance and assistance to employees as assigned: organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; assists in selecting new employees.
- Prepares or completes various forms, reports, correspondence, legal memoranda, ordinances, resolutions, legal pleadings, contracts, agreements, legal advertisements, affidavits, alcoholic beverage licenses, or other documents.
- Receives various forms, reports, correspondence, invoices, alcoholic beverage license applications, contracts, legal pleadings, legal documents, open records requests, plats, zoning documents, newspapers, case law records, law books, legal updates, codes, statutes,

ordinances, legal research resources, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Operates a motor vehicle, personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, legal research, e mail, Internet, or other computer programs.
- Maintains file system of various files/records: prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; ensures proper maintenance of records, confidentiality of information, and release of records to authorized individuals in accordance with established guidelines.
- Communicates with City Attorneys, City officials, employees, other departments, attorneys, court personnel, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains confidentiality of departmental documentation and issues.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new resources or trends in the profession; reads professional literature; maintains professional affiliations; attends seminars and training sessions as appropriate.
- Performs general/clerical tasks, which may include answering telephone calls, updating law books, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Business Administration or closely related field; supplemented by Paralegal training; supplemented by three (3) years previous experience and/or training that includes paralegal work in a local government legal office, legal assistant work, municipal law, office management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain valid Paralegal Certification from an American Bar Association approved institution.
- Possess and maintain valid State of Georgia Notary Public certification.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Knowledge of principles, methods, and guidelines associated with paralegal work, including legal research, preparation of legal documents, and provision of legal information to the public.

- Knowledge of City, state, and federal laws, ordinances, and statutes pertaining to position duties.
- Knowledge of the judicial system, the litigation process, legal documentation, and procedures for filing of legal documents.
- Knowledge of the principles of office management, customer service, and records management.
- Ability to independently research City, County, State, and Federal authorities, case law, and other legal resources.
- Ability to read and understand statutes, case law, and legal terms and theory.
- Ability to draft legal memoranda, resolutions, ordinances, and other legal correspondence.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation,

gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.