

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Paralegal*
Department: *Law*
Reports To: *City Attorney*
Status: *Non-exempt /Non-union*

Job Summary:

Coordinate and perform paralegal duties in the City Attorney's office in the areas of processing criminal cases, civil litigation, preparation of contracts, communication with other departments, as well as research, investigations, and interviews. Work is performed primarily for the City Prosecutor. Individuals assigned to this classification function as legal department and administrative assistants and are expected to apply thorough knowledge of legal procedures, principles, and legal terminology to work situations requiring the use of independent judgment, and be responsible for matters such as interviewing and evaluating witnesses, keeping Prosecutor informed, identifying unresolved cases that require further attention, providing witness and victim support, and/or assisting in development of new services, systems and procedures.

Essential Job Functions:

1. Coordinate and assist the City Attorney and Prosecutor on day-to-day priorities and major prosecution administration functions.
2. Perform paraprofessional tasks including processing criminal cases and designated criminal and civil litigation file management; keeping accurate records of tasks accomplished; calendaring court dates and appointments; subpoenaing witnesses; acquiring relevant court exhibits; and preparing and evaluating criminal cases for trial.
3. Coordinate case schedules with the City Attorney, Assistant City Attorney, City Prosecutor, police department, other witnesses and courts.
4. Prepare legal documents, pleadings, legal opinions, memoranda, motions etc. for review, approval and use by City Attorney City Prosecutor. Compose documents under direction of the City Attorney, Assistant City Attorney, City Prosecutor. Also assist the legal secretary on preparation and review of ordinances and resolutions to be codified and accuracy verification.
5. Establish and maintain effective working relationship with attorneys, court personnel, supervisors, other City departments, department heads, co-workers, City officials and the general public using good judgment with the ability to enhance customer-focused services, respond to inquiries and resolve concerns in a positive and timely manner using tact and courtesy, sometimes under stressful situations.
6. Provide legal support perform duties such as reviewing cases and police records; preparing interview, subpoena, and other schedules; interviewing fact witnesses; pulling cases for court calendar or trial; completing follow-up investigation; conducting victim interviews; making site visits, or drafting plea offers.
7. Perform research and analysis of documentary evidence and conduct factual and legal research in office and other locations as assigned.
8. Summarize depositions and hearing transcripts.
9. Draft and respond to discovery requests.
10. As assigned, attend court on pretrial and other dates. Testify in court as needed and assist in jury selection process.
11. Draft, type, and word process matters such as pleadings, briefs, jury instructions, memos, plea offers, contracts and other documents as directed from handwritten, typed and dictated sources with close attention to accuracy and neatness.
12. Assist in office and administrative function such as maintaining departmental records on database programs, preparing reports, or picking up and dropping off records at other locations.
13. Investigate locations for purposes of obtaining evidence for legal department projects or cases.

Associated Job Functions:

1. Assist the legal secretary and other departments with secretarial functions as assigned.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of legal principles, terminology and procedures especially as it applies to the legal profession.
- Knowledge of Washington State Municipal, District, Superior and Appeals Court rules and procedures.
- Knowledge of methods and techniques of interviewing, and of the methods, principles, standards, and techniques of investigation.

- Excellent organization skills and ability to multi-task, be proactive, prioritize and self manage timeliness and work tasks in an open and high stress environment with frequent interruptions and changing priorities.
- Basic research skills, calendaring skills and ability to maintain accurate records.
- Written skills, oral communications skills and ability to compose complex correspondence and reports as well as ability to research, organize and compile data into meaningful reports.
- Thorough knowledge of English, spelling, grammar, vocabulary, and punctuation.
- Ability to develop and use processes and procedures to maintain a systematic approach to legal matters that reflects the vision and direction of the department.
- Ability to work productively and efficiently to accomplish tasks with minimal supervision.
- Ability to participate as an effective legal team member in an environment of changing roles and responsibilities.
- Provide clear, concise legal and technical information to a variety of audiences including City staff, defendants, victims, and the general public and to work with hostile persons in the office or over the phone.
- Ability to assist victims with information regarding matters such as No Contact Orders, Protective Orders, Victim Impact Statements, or services available to victims and families.
- Ability to interpret, evaluate and prepare written reports.
- Ability to utilize personal computer and associated City and departmental software, dictaphone, and other standard office equipment, legal research volumes and internet resources.
- Ability to transcribe hearings/meetings from a video or audio tape
- Ability to utilize the Judicial, Superior Court, and Juvenile Court Systems through JIS-Link.

Working Environment and Physical Demands:

Work is performed primarily indoors in a legal office environment with frequent interruptions. Works requires the ability to sit or stand for extended periods of time; hand-eye coordination and fine manipulation skills to operate computers and office equipment; as well as a normal range of hearing, visual acuity and speaking ability to interact with individuals in person and on the telephone. Also must reach, bend and move files and boxes up to 30 lbs. Some walking or use of a vehicle is needed to travel to and from courts; records, investigations and other locations.

Experience and Training Requirements:

- Associates Degree in paralegal studies, criminal justice or related field, *and*
- Minimum three (3) to four (4) years experience as a paralegal, with criminal law experience desirable.
- Requires ability to interact with distraught, angry or otherwise emotional citizens and defendants in a professional manner and develop customer focused solutions.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs, as well as internet research tools.
- Keyboard skills of at least 65 wpm.
- Must pass background investigation, which includes criminal records check, screening for prior sexual offenses and recent drug use.
- Valid Washington State Driver's License and a good driving record.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: 2001

Revised: NWM/HR 1/04, 6/04, HR 7/11, HR 10/12, HR 8/14, HR 12/14

FLSA: Non-exempt

Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize work periods, or otherwise balance the workload.