

CITY OF MADERA

PARALEGAL OFFICE ADMINISTRATOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

The Paralegal Office Administrator, under general direction, performs complex paralegal functions and independently performs administrative and office management functions in support of the City Attorney's Office.

DISTINGUISHING CHARACTERISTICS:

The Paralegal Office Administrator is a single paraprofessional classification responsible for independently performing a variety of complex, difficult and confidential paralegal services. This position is distinguished from other administrative classes by the incumbent's required knowledge of law office management, local, state, and federal laws, legal research, legal proceedings, legal terminology, court rules and procedures, legal administrative practices and procedures, and experience in performing a variety of complex, difficult and confidential paralegal services.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City Attorney. May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Demonstrates knowledge in areas of law applicable to public entities, including but not limited to, the Tort Claims Act, the Brown Act and the Public Records Act.
- Manages, coordinates and analyzes requested documents necessary for completing agendas; drafts resolutions, contracts, leases, awards of contract, owner participation agreements, disposition and development agreements, and other legal or procedural documents necessary for execution of the City or Agency's goals.
- Manages the logistics and preparation of litigation pleadings for Eminent Domain and Unlawful Detainer actions.
- Monitors open litigation and claims against the City; communicates and requests information from contract and outside counsel as necessary.
- Manages the Department budget, attends budget planning meetings and keeps the City Attorney informed as to the Department's financial needs; provides periodic reports as to the status of the Department and its related financial procedures.

- Independently analyzes problems or legal issues, identifies alternative solutions and provides guidance and instruction to City staff at the direction of the City Attorney.
- Represents the City Attorney's Office in departmental and committee meetings.
- Manages and coordinates the evaluation and preparation of special assessment liens on real property and the releases thereof when appropriate. Processes and records property tax liens with the County Assessor's Office. Files liens with the Auditor-Controller for purposes of placing on the tax roll.
- Evaluates Redevelopment Agency agendas and associated staff reports for accuracy, completeness and compliance with City standards and legal requirements.
- Prepares Council, RDA and/or Housing Authority agenda items, including conducting legal research and drafting staff reports, resolutions, agreements or other necessary documents; may make presentations to committees or departments as needed.
- Drafts and provides preliminary review of memoranda, correspondence, transmittals, ordinances, resolutions, contracts, deeds of trust, re-conveyances, subordination agreements and other legal documents and instruments.
- Reviews, evaluates and prepares criminal complaints; conducts research projects, including state and federal statutes and codes.
- At the direction of the City Attorney, administers procedural guidance to the Administrative Hearing Officer during appeal and abatement hearings as allowed by law, including interpretation and application of the Madera Municipal Code.
- Acts as a liaison for the City Attorney's Office and establishes positive working relationships with representatives of community organizations, state/local/federal agencies and associations, City Council, city management, staff and the public.
- Assists and participates in the implementation of department or City-wide goals, objectives, policies and procedures.
- Develops, oversees and implements organizational or procedural changes affecting support activities in the City Attorney's Office, specifically in the areas of office procedures, records management, information systems, and resource allocation.
- Manages, and coordinates the master calendar for the City Attorney's Office; verifies and monitors timelines for all legal filings, appearances and deadlines; establishes and monitors litigation files.
- Prepares memos and reports; conducts legal research and analysis for city attorney opinions; conducts investigations and analyzes evidence; prepares legal documents and pleadings related to civil and criminal litigation, formal legal discovery and discovery document summarization.

- Performs other general office duties as assigned which may include, but are not limited to, receptionist duties, screening calls, greeting visitors, providing information and assisting the public, ordering office supplies and maintaining general office files.

WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports, legal references and work related documents. Acute hearing is required when providing phone and face to face service. The need to lift, drag, and push case files or other materials weighing up to 25 pounds also is required.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities for a **Paralegal Office Administrator**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of progressively responsible Legal secretarial or Legal office administrative experience, including three years of paralegal experience in a law office; a high school diploma, or equivalent; and completion of a Paralegal certificate from an ABA or California State accredited school.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. Possession of, or the ability to obtain a Notary Public Commission issued by the California Secretary of State. Ability to maintain MCLE units required by Business and Professions Code 6450 et seq.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position)

Knowledge of:

Law office administrative and management practices and procedures; basic functions and organization of municipalities and public entities; principals, methods, and practices of municipal finance, budgeting and accounting; budget development and implementation; purchasing policies and procedures; modern office procedures, methods and equipment, including a computer and applicable software; principles and procedures of record keeping; risk management policies and procedures; municipal law, procedures and practices; administrative hearing procedures and ability to instruct a hearing officer of duties and the application of Municipal Code; application of Redevelopment and Eminent Domain and Unlawful detainer laws; English usage, spelling, grammar and punctuation; terminology, forms, documents and court rules and requirements used in legal practice and proceedings; applicable federal, state and local laws, codes and regulations; legal reference materials research techniques; statutory deadlines for responding to and filing court documents and techniques for legal calendaring.

Ability to:

Interpret information, situations and complex issues and make recommendations in accordance with applicable policies, regulations and guidelines to improve departmental operations; provide overall management and delivery of legal services by the City Attorney's Office; compose correspondence and prepare standard legal documents; organize, set priorities and exercise sound independent judgment within areas of responsibility; understand and apply applicable laws, codes and regulations; monitor current developments in legislation and trends which may affect the City and or Department; organize, research and maintain complex and extensive legal and office files and calendars; maintain sensitive and confidential information; use tact, discretion and diplomacy in dealing with sensitive situations, outside legal counsel and litigants; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships; analyze and interpret legal documents, references, codes, rules and treatises.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate various office equipment such as a facsimile machine, photocopier, and scanner; type accurately from clear copy at a rate of 60 words per minute.