

CITY OF CLARKSDALE, MISSISSIPPI

Position Description

CLASS TITLE: Paralegal
DEPARTMENT: City Attorney
DATE: July 25, 2018

SUMMARY:

The Paralegal to the City Attorney performs a wide variety of complex, technical and confidential tasks and projects as well as general administration duties. This position requires strong research skills and ability to effectively communicate in writing and orally. Work is performed under the supervision of the City Attorney.

ESSENTIAL JOB FUNCTIONS:

- Perform legal research and analysis on a variety of legal issues.
- Perform title research and review for municipally-owned properties.
- Compose a variety of written correspondence and maintain a complete and accurate case file of records.
- Prepare a variety of legal documents.
- Prepare and maintain complex files and records.
- Establish and maintain records management systems.
- Calendar deadlines and notify appropriate parties.
- Provide administrative support to the City Attorney.
- Perform general legal secretarial duties.

ADDITIONAL DUTIES:

- Performs related and other work as assigned.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree from an accredited four-year college or university in Paralegal Studies, Legal Assistant Studies, or a related field and one (1) year of law-related experience in a government or private law office **"OR"** an associate/technical degree from an accredited community college or certificate from an accredited program in Paralegal Studies and five (5) years of law-related experience in a government or private law office.
- Knowledge of proper English usage, grammar, punctuation, spelling, and sentence structure.
- Knowledge of Microsoft Office Suite (Word, Excel, Powerpoint, and Outlook), Adobe Acrobat, and Corel WordPerfect.
- Strong verbal and written communication skills.
- Ability to research, analyze and organize effectively.
- Legal research skills with proficiency in Westlaw and Lexis-Nexis.
- Strong organizational skills.
- Experience in use of a variety of office equipment.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive and are representative of those that must be met by the employee to successfully perform the essential job functions. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential job functions.

- May frequently walk or stand.
- Must be able to exert force equivalent to lifting up to and or moving approximately twenty (20) pounds.
- While performing the functions of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand; and walk. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.
- The employee is required to give and receive information through speaking and listening skills.
- The employee is required to have the ability to perceive the nature of objects by the eye. Near acuity: Clarity of vision at distances of more than 20 inches and less than 20 feet. Midrange: Clarity of vision at distances of more than 20 inches

and less than 20 feet. Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

- The employee must be able to drive a vehicle.

SPECIAL REQUIREMENTS:

- Valid State of Mississippi driver's license
- Successfully complete and pass a background check
- Successfully complete and pass drug, alcohol screen and physical examination pursuant to the City of Clarksdale's Personnel Policies and Procedures Manual.
- Must be bondable.

OTHER MATTERS:

The position of Paralegal is full-time with regularly scheduled hours year-round. May be required to work overtime after normal working hours. The person in this position never works shift work. The position has accountability for safety and equipment related to the office and work for which this position is responsible. The position requires the ability to maintain confidentiality.

The stress level associated with the position is moderate. Physical work involved in this position exists only in major emergencies and crisis situations.

The duties listed hereinabove are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment or contract between the employer and employee, and is subject to change by the employer, at its sole discretion, as needs of the employer and requirements of the job change.

The Paralegal is an employee at-will, and the Board of Mayor and Commissioners of the City may terminate the relationship at any time, for any reason, with or without cause or notice.