



CLASS TITLE | PARALEGAL LITIGATION DIVISION

PAY GRADE: AT-44 | www.cityoftulsa.org/pay

Class Code: 2083

Effective Date : 10/05/2022

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under an attorney's license performs confidential complex paralegal work providing support to attorneys, including exercising independent judgment and discretion in the rendering of legal assistance in drafting legal documents, litigation case management, and other related assigned duties.

ESSENTIAL TASKS:

- Provides litigation support in civil or criminal cases, including drafting and producing discovery, subpoenas, litigation holds, briefs, and pleadings, and assists attorneys in case preparation, depositions, administrative hearings and trials
- Provides technical support for hearings and trials, including operating specialized legal software and audio-video equipment
- Investigates to obtain evidence, conducts client/witness interviews, organizes information and records, and analyzes and summarizes evidence
- Maintains case management and records retention systems (including hard copy files), manages document retrievals and large-scale document searches and reviews, and electronically files pleadings
- Researches legal issues, background information, and court records using variety of legal, court, or other databases or software
- Coordinates litigation meetings, including preparing case status reports and meeting agendas
- Develops, implements, and trains attorneys regarding audit response procedures, solicits and coordinates audit information from attorneys and prepares audit responses in accordance with American Bar Association generally accepted standards
- Coordinates Open Records Act requests and maintains tracking database
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options:

1. (a) Completion of a Legal Assistant or Paralegal program accredited by the American Bar Association that requires a minimum of 60 semester hours, and
(b) Possession of a Legal Assistant or Paralegal Certification by the National Association of Legal Assistants (NALA) (or the ability to obtain the Certification during the probationary period), and
(c) Two (2) years of progressively responsible experience working for an attorney; **or**
2. (a) Completion of sixty (60) hours from an accredited college or university, preferable in business or a related field, and
(b) Four (4) years of progressively responsible experience working for an attorney; **or**
3. (a) Completion of one hundred twenty (120) hours from an accredited college or university, and
(b) one (1) year of experience working for an attorney or as a paralegal or completion of at least fifteen (15) semester hours of substantive paralegal courses; **or**
4. (a) Possession of a Legal Assistant or Paralegal Certification by the NALA (or the ability to obtain the Certification during the probationary period), and
(b) Eight (8) years of experience working as a paralegal



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PAY INCREASE OPPORTUNITY

Employee is eligible for a one-step increase upon obtaining a Legal Assistant or Paralegal Certification by NALA and one (1) year of employment in the position; Employee is also eligible for an additional one-time one (1) step increase upon obtaining an Advanced Certified Paralegal Certification by NALA.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of state, federal and common law
- Considerable knowledge of legal principles relating to litigation and business law
- Good knowledge of methods of legal research, judicial procedures and rules of evidence
- General knowledge of litigation, the court system and City government

Ability to:

- Ability to prepare legal documents and memoranda
- Ability to weigh evidence and to interpret and apply laws and precedents
- Ability to exercise independent judgment and discretion
- Ability to write clearly and concisely
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to perform routine filing and to use a keyboard, telephone and office equipment; frequent lifting and carrying up to 20 pounds; occasional pulling up to 20 pounds; may be subject to sitting, walking, standing, bending and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. Legal Assistant Certification by the National Association of Legal Assistants required as outlined above (and is otherwise preferred)
2. Valid Oklahoma Class "D" Driver License

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various locations within and outside the City of Tulsa; and subject to frequent deadlines and occasional overtime.

EEO Code: N-06

Group: Cultural, Legal and Sciences

Series: Legal