

PARALEGAL

City of Milwaukee Office of the City Attorney

(Revised)

THE PURPOSE: Paralegals are responsible for providing assistance to the Assistant City Attorneys in substantive legal matters under their direct supervision.

ESSENTIAL FUNCTIONS:

- Performing legal research.
- Drafting legal documents and/or forms for review by attorneys.
- Assisting attorneys with legal brief writing, including organizing appendices and exhibits, preparing and organizing appeal records.
- Assisting attorneys with discovery proceedings.
- Organizing and updating litigation and/or administrative files.
- Collecting and organizing facts in connection with trial preparation at direction of attorneys.
- Locating, contacting, interviewing and preparing witnesses and exhibits for legal proceedings.
- Assisting attorneys as directed at trials and other legal proceedings.
- Performing certain administrative legal processes including, but not limited to taxing costs, *in personam* proceedings and credit research.
- Performing other job-related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Criminal Justice, Political Science, Business Administration or other related field from an accredited college or university. *Please include copy of college transcripts* **and** Two years of experience as a paralegal performing duties closely related to this position **and** Completion of a Paralegal program from an accredited institution, (*Please include a photocopy of Paralegal certificate when applying for this position*)

OR

- Graduation from a law school accredited by the American Bar Association **and** a combination of two years of paralegal and legal experience.
2. Residency in the City of Milwaukee within six (6) months of employment and throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent written and oral communication skills.
- Excellent project management skills.
- Excellent interpersonal and problem-solving skills.
- Ability to work under pressure and meet multiple deadlines.
- Excellent analytical and research skills.
- Ability to be versatile and adaptable.
- Excellent computer skills.

THE CURRENT SALARY RANGE (594) IS: \$45,940 - \$55,742 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **June 18, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.