

PARALEGAL

Recruitment #1501-0458DC-001

List Type Original

Requesting Department CITY ATTORNEY

Open Date 2/26/2015 11:59:00 PM

Filing Deadline 3/20/2015 11:59:00 PM

HR Analyst Cassandra Scherer

PURPOSE

In the office of the Milwaukee City Attorney, paralegals are responsible for providing assistance to the Assistant City Attorneys in substantive legal matters under their direct supervision.

ESSENTIAL FUNCTIONS

- 35% Investigate facts in connection with litigation. Prepare drafts of affidavits, pleadings, motions and related correspondence and memoranda. Manage electronic discovery.
- 35% Organize files including complex litigation files. Prepare and submit documents including pleadings and exhibits in local, state and federal matters in judicial and administrative forums utilizing e-filing and other technologies. Coordinate office and administrative support activities related to assigned cases.
- 15% Analyze cases and conduct related legal research, monitor legislative and administrative meetings and deliberations and prepare summaries and reports.
- 5% Perform records retention and management. Organize and respond to public records requests.
- 5% Continue legal education and provide training and consultation on legal system processes and records management to office and administrative support staff.
- 5% Perform other duties, including participation in library, subscription and publication management, office committees and other office functions.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in Criminal Justice, Political Science, Business Administration or other related field from an accredited college or university.
IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.
2. 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.)**
 - NOTE: Equivalent combinations of education and experience may be considered.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Overall understanding of the legal process and familiarity with routine legal documents
- Knowledge of and ability to use computers, computer programs and software and to engage in electronic discovery
- Oral communications skills
- Skill in attending to detail
- Ability to prepare accurate and effective written communications, reports, documents, correspondence, and other job related written materials
- Interpersonal skills, including building and maintaining effective working relationships with a variety of persons and dealing with others in a diplomatic and professional manner
- Ability to analyze data
- Ability to organize data and files
- Problem-solving skills
- Ability to conduct legal research
- Ability to work under pressure calmly and effectively, multi-task and meet multiple deadlines
- Ability to be adaptable to changing situations
- Ability to maintain confidentiality
- Ability to access information sources such as statutes, ordinances, decisions, legal articles and documents

CURRENT SALARY

- The current starting salary (PG 5JN) for City of Milwaukee residents is \$ 47,095 annually, and the non-resident starting salary is \$ 45,940 with excellent benefits.

SELECTION PROCESS

The Selection Process will be job related and will consist of one or more of the following: education 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.

INITIAL FILING DATE - The examination will be held as soon as practical after March 20, 2015. 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 of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.