

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: PARALEGAL
DEPARTMENT: CITY SOLICITOR'S OFFICE
REPORTS TO: CITY SOLICITOR

JOB CODE: 6031
DATE: 7/12

JOB SUMMARY:

Under the supervision and direction of the City Solicitor and Deputy City Solicitor, the Paralegal performs clerical and administrative support for the Legal Department, prepares legal documents, researches issues, and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS: Under the supervision and direction of the City Solicitor and Deputy City Solicitor, performs the following duties:

Reviews incoming suits filed against the city; docket all dates, deadlines, and hearings; prepares appearances and answers to incoming suits by deadline dates; prepares discovery documents; meets with city employees to prepare draft answers on interrogatories directed to the city.

Performs legal research; works with the City Solicitor and Deputy City Solicitor to prepare trial pleadings and memoranda of the trial court, and appellate pleadings and briefs for filing in any appellate court.

Analyzes and prepares the legal department budget for the City Solicitor's Office; monitors and administers the department budget.

Evaluates, researches, and responds to questions and concerns from city personnel.

Prepares and reviews agreements, deeds, lot mergers, leases, ordinances, licenses, and letters as requested by various City departments.

Updates all ordinances passed by the City Council to the city Web site.

Performs real estate title searches. Prepares title histories and closing documents.

Reviews all incoming invoices for the legal department for accuracy; prepares vouchers for all invoices and submits to the Finance Department.

Monitors all incoming and existing bankruptcies for collection of claims for taxes and water/sewer fees owed to the city; prepares Notices of Claims for bankruptcies.

Monitors all incoming bonds, letters of credit, and advance deposits from city departments; drafts financial guarantees upon request from various city departments; drafts correspondence for bonds, letters of credits, and other financial guarantees.

Processes incoming calls to the City Solicitor's Office and updates the City Solicitor's and Deputy City Solicitor's calendars; prepares reminders on legal questions, deadlines, and requests for information to the City Solicitor and Deputy City Solicitor on a daily basis; maintains department files and prepares and opens new files; updates all lists of cases and prepares case status reports on a quarterly basis.

Performs administrative and clerical duties for the Legal Department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Typewriter	Fax Machine
Copy Machine	Telephone	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four year accredited institution in paralegal studies or with a paralegal certificate; or

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Paralegal Certificate preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

New Hampshire civil and criminal procedure.

Supreme Court, Superior Court, Federal District Court and Bankruptcy Court rules.

Applicable state, federal, and local laws, rules, and regulations.

Computer applications related to the work.

Methods and techniques of legal research, analysis, and report presentation.

Legal research and techniques.

Operations of the court system.

Laws related to specific areas depending on the jurisdiction of the solicitor's office.

Skill in:

Typing and operation of computer keyboard in order to enter and retrieve data.

Communicating clearly and effectively, orally and in writing.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to analyze policies, procedures, and protocols.

Dealing courteously and diplomatically with public.

Mental and Physical Abilities to:

Define problems, collect data, establish facts.

Communicate effectively, both orally and in writing.

Interpret a variety of technical instructions.

Research professional periodicals and journals, technical procedures, and government regulations.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.

The employee occasionally lifts light objects.

Working Conditions:

Work is performed in an office.