



## **CLASS TITLE: PARALEGAL I**

### **CHARACTERISTICS OF THE CLASS**

Under immediate supervision, provides paraprofessional and clerical support to attorneys engaged in a wide variety of legal matters, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assists attorneys in various stages of pre-trial, trial, and post-trial functions of a routine nature
- Collects and organizes information and legal documents to respond to subpoenas and requests for information and to assist in motions, trials, and depositions
- Reviews and examines legal digests to conduct legal research for attorneys' use in court proceedings
- Assists in researches and analyzing statutes, judicial decisions, and legal codes for attorneys' use in court proceedings
- Prepares and summarizes legal documents (e.g., summonses, motions, subpoenas)
- Prepares and maintains documents for motions, pleadings, and claims
- Indexes and files court documents and depositions for record keeping purposes
- Conducts legal title searches in order to place liens on indebted property
- Monitors and tracks attorneys' caseloads to ensure effective case management
- Prepares exhibits and documents for use in court
- Files documents in state or federal court on behalf of the City
- Delivers documents and messages to appropriate offices, personnel, and courtrooms, as required
- Responds to defendants' inquiries, distributes notices of motion and orders to defendants, and prepares outgoing documents for mailing
- Enters data (e.g., transcripts, depositions) into departmental databases to keep cases information current

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- A paralegal certificate from a paralegal training program, accredited by the American Bar Association, or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- Some positions may require a State of Illinois Drivers license

### **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

## **PHYSICAL REQUIREMENTS**

- Some positions may require the transporting of legal and proprietary documents

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Some knowledge of:

- the legal system and the principles and practices of applicable areas of the law
- courtroom procedures and legal terminology
- \*legal research methods and techniques and proper legal citation of authority
- \*computer hardware and software technology used in legal research
- record keeping and report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules and regulations

### **Skills**

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **ORGANIZATION** – Maintain, sort, index and categorize case files and physical documents; manipulate information and computer data to facilitate review and management of case related files; establish order in work flow
- **JUDGEMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **REASON TO SOLVE PROBLEMS** - Apply general rules to specific problems to produce answers that make sense
- **REMAIN FLEXIBLE** – Able to balance competing priorities, prioritize and shift focus between two or more activities or work assignments to meet work demands

- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems; identify and sort facts as part of legal analysis

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

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