



CLASS TITLE: PARALEGAL II

CHARACTERISTICS OF THE CLASS

Under supervision, functions at the senior level, providing paraprofessional legal and administrative support to attorneys, and performs related duties as required

ESSENTIAL DUTIES

- Assists attorneys in all phases of pre-trial, trial, and post-trial functions, including those ranging from a routine to a complex 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
- Researches and analyzes statutes, judicial decisions, and legal codes for attorneys' use in court proceedings
- Prepares and summarizes legal documents (e.g., summonses, motions, subpoenas)
- Abstracts depositions, briefings, and complex transcripts to summarize statements of deponents
- Prepares and writes documents for answers and discovery and updates relevant parties on status of discovery
- Prepares and maintains documents for motions, pleadings, and claims
- Interviews witnesses to obtain necessary testimony
- Indexes and files court documents and depositions for record keeping purposes
- Monitors and tracks attorneys' caseloads to ensure effective case management
- Prepares exhibits and documents for use in court
- Appears in state or federal court to file documents on behalf of the City
- Delivers legal or proprietary documents to offices, personnel, and courtrooms, as required
- Coordinates and oversees routine legal functions of subordinate staff, as required
- Trains and orientates paralegal staff in office methods and procedures, as required
- Responds to defendants' inquiries, distributes notices of motion and orders to defendants, and prepares outgoing documents for mailing
- Notarizes documents, as required

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

- Graduation from an accredited college or university with a Bachelor's degree, and 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

Moderate knowledge of:

- the legal system and the principles and practices of applicable areas of the law
- *courtroom procedures and legal terminology
- *legal research methods, techniques, and resources
- *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

Other knowledge as required for successful performance in the Paralegal class series

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

Other skills as required for successful performance in the Paralegal class series

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 abilities as required for successful performance in the Paralegal class series

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

Other characteristics as required for successful performance in the Paralegal class series

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.

City of Chicago
Department of Human Resources

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