



**Code: 1623**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

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## **CLASS TITLE: PARALEGAL II - LABOR**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, functions at the senior-level providing paraprofessional legal and administrative support to attorneys in the Labor Division of the Law Department, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assists departmental and outside 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
- Coordinates and oversees routine legal functions of subordinate staff, as required
- Trains and orientates paralegal staff in office methods and procedures and trains attorneys on electronic case filing procedures, as required
- Responds to defendants' inquiries, distributes notices of motion and orders to defendants, and prepares outgoing documents for mailing
- Assists attorneys in drafting updated Reasonable Accommodation forms and assists at Reasonable Accommodation focus groups
- Serves as a liaison between outside attorneys and City department to facilitate information exchange

**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

- Five (5) years of work experience as a legal assistant or paralegal, **OR**
- Paralegal Certificate obtained from a training institution accredited by the American Bar Association (ABA), PLUS one (1) one year of work experience as a legal assistant or paralegal, **OR**
- Graduation from an accredited college or university with an Associate's degree, PLUS two (2) years of work experience as a legal assistant or paralegal, **OR**
- Graduation from an accredited college or university with a Bachelor's degree, PLUS, a paralegal certificate from a paralegal training program accredited by the American Bar Association, **OR**
- Graduation from an accredited college or university with a Bachelor's or Master's degree, PLUS one (1) year of work experience as a legal assistant or paralegal, **OR**
- Juris Doctorate (JD) from a law school accredited by the American Bar Association (ABA)

### Licensure, Certification, or Other Qualifications

- None

## 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

- No specific requirements

## 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, regulations, and ordinances

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

### 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
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*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 I class

### **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
- TIME SHARE - Shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- 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 I class

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- 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 I class

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  
June 2010; October, 2021; April, 2025