

PARALEGAL

Position Code: 3910

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 351

Location: Town Attorney's Office

Approval Date: 2019

General Statement of Duties

Performs legal work and administrative assistance for the Town Attorney's office in the performance of a wide variety of legal duties and services for all Town departments. These duties include conducting legal research, identifying legal issues and applicable precedent, conducting title searches, drafting memoranda, researching planning and zoning issues, researching public records law, assisting outside counsel as needed, drafting letters and documents, and providing administrative support as needed to the Town Attorney or as assigned.

Distinguishing Features of the Class

An employee in this class is responsible for assisting the Town Attorney's Office in areas as assigned. Work includes reviewing and drafting documents, conducting legal research, drafting ordinances and resolutions, preparing legal memoranda, conducting title searches, filing legal documents, and investigating factual and legal issues related to the Town's legal matters. Various practical legal and administrative skills are required to perform the assigned duties. Work is performed under the general supervision of the Town Attorney. Work is evaluated chiefly by results achieved but also through conferences and reviews of the work performed. The person is also responsible for performing general office duties including: answering phones, maintaining files, typing correspondence, and scheduling meetings. This employee may also be called on from time-to-time to assist the Mayor, members of the Town Board of Commissioners, and other town departments in conducting research, drafting documents, and providing administrative support.

Duties and Responsibilities

Reviews and drafts various documents including reports, correspondence, contracts, real estate documents, ordinances, resolutions and polices for review.

Performs legal research and drafts memorandum for review.

Performs research for other departments in such areas as zoning, planning, finance, human resources, and public safety.

Develops and organizes factual and legal information necessary for the proper handling of matters involving the Town Attorney's Office and the Board of Commissioners.

Performs administrative duties including typing documents, answering phones, and scheduling meetings.

Reviews and responds to public records requests.

Performs related duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of relevant legal terminology.

Knowledge of legal research and investigation methodology.

Working knowledge of relevant zoning terminology.

Working knowledge of local government structure and operations, particularly the council-manager form of government.

Considerable knowledge of office automation equipment and software including word processing, data base management, presentations and spreadsheets; specifically, Microsoft Office Suite.

Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.

Ability to read and analyze legal documents such as contracts, deeds, claims, and opinions.

Ability to work independently on responsible and confidential assignments.

Ability to be tactful and courteous.

Ability to gather and compile materials from a variety of sources.

Ability to prepare records, reports, and documents.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, talking and hearing.

Must be able to perform sedentary work exerting up to 20 pounds of force occasionally; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, extensive reading, and visual inspections to determine accuracy, neatness and thoroughness of work assigned.

Minimum Education and Experience

A Bachelor's Degree from an accredited College or University in Paralegal Technology and six months of experience in a law office or as a paralegal, an associate's degree and two and a half years of experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Notary Public Certification, or within one year of hire.

Paralegal Professional Certification with the NC State Bar, or within two years of hire.