



City of Gulfport, Mississippi  
Job Description

## Paralegal

(Para)

Department: Legal

EEO Class: Para Professional

Date Written: 9 12 11

FLSA Status: Non-Exempt

Date Approved: 10 4 11

### Position Overview

This involves legal research and administrative work of more than average difficulty in the City Attorney's Office. Performs a variety of complex and highly responsible paralegal and administrative duties. Performs specialized legal administrative duties including preparation and management of complex legal documents. This individual will be responsible for drafting and preparing legal documents, including, but not limited to, ordinances and resolutions, as well as assisting with filing and performing legal research and assisting with investigative work or projects.

### Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Researches, drafts, and prepares ordinances and resolutions and assists with preparation of other documents, such as leases, agreements, contracts and pleadings.
- Prepares draft responses to interrogatories, requests for production of documents, and requests for admissions.
- Collects information for hearings and mediations.
- Assists with drafting lease agreements, memoranda of agreements, and contracts.
- Redrafts documents reflecting negotiated terms.
- Participates in document review conferences.
- Conducts legal research on issues involving ordinances and resolutions and litigated matters.
- Maintains awareness of current legal issues through study of legal publications and other relevant materials relating to areas of assignment.
- Organizes and maintains paper and electronic filing systems for records, correspondence, and other material.
- Performs other duties as assigned.

### Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Extensive knowledge of modern methods, practices and procedures of legal research.
- Extensive knowledge of the sources and availability of research material, and the ability to effectively conduct research assignments.

- Considerable knowledge of legal terminology, legal forms and administrative procedures.
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- Knowledge of the organization, functions, procedures and intergovernmental relationships of the City.
- Knowledge of judicial procedures, rules of civil procedure, and rules of evidence.
- Ability to communicate effectively both orally and in writing.
- Ability to utilize computers including various computer applications and software to perform legal research and title searches and perform needed research and investigative work.
- Ability to establish and maintain effective working relationships with City officials, other employees, representatives of other agencies, attorneys, and the general public.
- Ability to work under deadlines and within regulations and schedules.
- Ability to work with citizens in stressful situations and circumstances.
- Ability to communicate ideas and concepts both orally and in writing.
- Ability and skill to prepare and draft clear, concise, and sound documents, including, but not limited to, correspondence, motions, pleadings, discovery, discovery responses, briefs, ordinances, memoranda of understanding, and summaries of research or investigative projects.

### **Education and Experience**

Have successfully graduated from an accredited college or university with an Associate's Degree in Paralegal studies or successful completion of Certified Legal Assistant (CLA) certifying examination of the National Association of Legal Assistants or equivalent certification. Five (5) or more years experience as a paralegal/legal assistant in an active law practice.

### **Required Licenses or Certificates**

None.

### **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are typically indoors.