



City of Spokane Valley Employment Opportunity - Paralegal

ABOUT THE CITY: Spokane Valley is a city with a current population of over 106,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is a high-performing organization and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

ABOUT THE POSITION: Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our city as a regular, full-time Paralegal. The ideal candidate will have exceptional professional skills and a strong desire to provide superior service to both internal and external customers.

SELECTED EXAMPLES OF DUTIES: Provides a variety of paralegal and complex clerical, technical, and administrative duties to the City Attorney's office. Serves as a liaison between the attorney and the public, outside attorneys, and other City departments and their employees; direct citizens to appropriate sources for answers to their questions regarding legal procedures; resolves complaints and makes referrals as necessary and appropriate under the guidance and direction of the City Attorney. Conducts legal research and verifies compliance with Court Rules, Revised Codes of Washington (RCWs), Washington Administrative Codes (WACs) and applicable case law to assist attorneys; prepare draft opinions for attorney review; and organize materials necessary for attorney implementation. Prepares drafts of new and revised Spokane Valley Municipal Code language and departmental process/policy recommendations as well as contracts, letters, memos, legal opinions, etc. Prepares legal documents relevant to administrative and court proceedings, such as notices of appearance, affidavits, declarations, subpoenas, notices of deposition answers, motions to dismiss, etc. Assist with highly sensitive personnel and labor issues and negotiations. Proofreading legal documents and correspondence and perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS: **Education and Experience:** High School diploma or G.E.D, supplemented by two years of post-secondary college or technical training in paralegal/legal assistant education/training or the completion of a formal paralegal or legal secretary education/training program, plus three (3) years of related legal assistant experience including at least one (1) year of paralegal experience. An equivalent combination of education or experience may be considered.

Necessary Knowledge, Skills and Abilities: Considerable knowledge of legal terminology, documents, and procedures relevant to court and administrative proceedings. Knowledge of applicable local, state, and federal laws, codes, regulations, and ordinances, and policies and procedures related to municipal operations; ability to establish effective working relationships with customers, fellow employees, staff in other agencies and the general public; ability to communicate effectively, verbally and in writing; ability to work under stressful conditions and with frequent interruptions.

SPECIAL REQUIREMENTS: Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a background check, including a criminal history check, is a requirement at Spokane Valley.

SALARY: Compensation is \$24.74 - \$37.43 per hour (Grade 12). This is a non-represented, FLSA non-exempt position.

BENEFITS: Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, and Employee Assistance benefits. Holiday, vacation, and other paid leaves are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan with the same contribution rates as FICA.

TO APPLY: Interested and qualified persons are invited to submit a complete City application, résumé and cover letter, and list of five (5) work-related references (name and phone number) via our online application system at www.spokanevalley.org – click on Jobs.

APPLICATION DEADLINE: Apply Immediately. Position open until filled.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.
We are an Equal Opportunity Employer*

10210 E. Sprague • Spokane Valley, WA 99206 • Ph: (509) 720-5000 • Fax: (509) 720-5090