

CITY OF SPOKANE VALLEY  
POSITION DESCRIPTION

Class Title: Paralegal  
Department: City Attorney  
Division: N/A  
Date: April 18, 2023

Job Code Number:  
Grade Number: 12  
FLSA Status: Non-Exempt  
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex legal support services, in support of the City Attorney's Office.

SUPERVISION RECEIVED:

Works under the guidance and direction of the City Attorney.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide a variety of paralegal and complex clerical, technical, and administrative support duties to the City Attorney's office.

Serve as 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; resolve complaints and make referrals as necessary and appropriate under the guidance and direction of the City Attorney.

Upon request, communicates with risk management personnel, gathers documentation supporting the City's position, assists with preparing and conducting initial staff interviews.

Conduct legal research and verify 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.

Prepare drafts of new and revised Spokane Valley Municipal Code language and departmental process/policy recommendations as well as contracts, letters, memoranda, legal opinions, etc.

Prepare legal documents relevant to administrative and court proceedings, such as notices of appearance, affidavits, declarations, subpoenas, notices of deposition, answers, motions to dismiss, etc. for review and revision by attorney; assist in the preparation of appellate level motions and briefs; properly and timely file legal documents with courts and administrative

boards and commissions; ensure that court and administrative documents conform to court or administrative rules and are filed in a timely manner; schedule all deadlines for court proceedings and ensure deadlines are met.

Learn, understand, and apply the laws relating to Washington's Public Records Act; assist City Attorney's Office and other departments in the City's efforts to comply with the Public Records Act; assist with ensuring compliance with the department's records retention schedule.

Assist with highly sensitive personnel and labor issues and negotiations, maintaining strict confidentiality.

Proofread legal documents and correspondence to ensure correct grammar, spelling, punctuation, sentence structure, legal terminology, legal citation, and format. Assist other staff in document review and form revisions as needed.

Actively support and act in accordance with the vision, mission, values, and goals of the department and the City.

Fill in for and assist other office personnel as assigned.

Perform related duties as assigned.

## PERIPHERAL DUTIES

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

(A) High school diploma or equivalent supplemented by two (2) years of college level course work in paralegal/legal assistant education/training or the completion of a formal paralegal or legal secretary education/training program; and

(B) Minimum of three (3) years increasingly responsible legal assistant experience, including at least one (1) year of paralegal experience. Paralegal certification preferred; or

(C) An equivalent combination of education and experience may be considered.

### Necessary Knowledge, Skills and Abilities:

(A) Thorough Knowledge of legal terminology, documents, and procedures relevant to court and administrative proceedings.

(B) Knowledge of applicable local, state, and federal laws, codes, regulations, and ordinances, and policies and procedures related to municipal operations.

(C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary research and compile comprehensive reports.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult circumstances and involved parties. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

#### SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment; Paralegal Certification is preferred.

#### TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone.

#### PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### WORK ENVIRONMENT

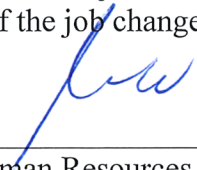
The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:   
\_\_\_\_\_  
Human Resources Director

Approval:   
\_\_\_\_\_  
City Manager

Effective Date:

Revision History: