ASHEVILLE, NORTH CAROLINA

Classification Specification

Research Analyst/Paralegal
Job Code: 6520
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to conduct legal research, assist with processing court documentation, and provide related administrative support to the City Attorney's Office.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conducts research regarding cases, policies, procedures, rules, laws, ordinances, legal and public records, etc., as assigned: identifies, investigates, and evaluates facts, legal precedent, documents, and evidence; reviews legal opinions and various legal publications for research purposes; determines laws applicable to issues; drafts and prepares legal analysis and summaries of facts, arguments, and/or specific points of law; and briefs attorneys.

Conducts discovery investigations: drafts and/or reviews interrogatories, requests for admissions, and requests for production of documents; coordinates collection and review of client files and documents; gathers, organizes, summarizes, and analyzes data; drafts and/or reviews responses to discovery requests; locates and retains expert witnesses; prepares chronologies; and reviews hearing notices and publications.

Drafts and responds to formal motions and briefs: performs research and compiles necessary information for

motions and briefs; prepares exhibits; researches and confirms validity of case history; reviews, proofs, and submits documentation to appropriate personnel; and coordinates the service of briefs and court filings.

Manages document production: obtains and reviews all documents in client's possession; conducts initial review for privilege; confers with attorney to determine which documents to produce; organizes and manages document production and litigation support, including reviewing, indexing, organizing, and analyzing documents; and follows up on outstanding discovery requests.

Participates in trial preparation and execution: prepares pleading, deposition and trial notebooks with key documents and files; coordinates appearance of expert witnesses; organizes, marks, and indexes trial exhibits; monitors and coordinates exchange of trial exhibits; manages evidence and equipment; and assists attorney during trial as needed.

Performs customer service functions: receives and responds to phone calls and emails; greets visitors; answers questions and provides information; and discusses content of communications with attorneys, as needed.

Maintains and manages electronic and hard copy files and records: prepares files; organizes documentation; files documents in designated order; retrieves/replaces files; scans and indexes records and files; prepares files for storage and archival; shreds/destroys confidential or obsolete documents; and conducts records maintenance activities in compliance with court orders, laws, rules, and guidelines governing the same.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, practices, trends, and advances relating to municipal law, legal research, court operations, and related issues; reads professional literature; maintains professional affiliations; and attends meetings, workshops, and training sessions as required.

Communicates with supervisor, other City employees, outside counsel, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, land records, legal files, maps, drawings, surveys, case files and documents, deeds, easements, rights of way agreements, emails, letters, certifications, legal correspondence, spreadsheets, etc. and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Legal Services, Paralegal Studies, or a related field required; supplemented by five years of experience as a paralegal; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid North Carolina Notary Public certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.