

PARALEGAL

THE PURPOSE: Paralegals are responsible for providing assistance to the Assistant City Attorneys in substantive legal matters under their direct supervision.

ESSENTIAL FUNCTIONS:

- Performing legal research.
- Drafting legal documents and/or forms for review by attorneys.
- Assisting attorneys with legal brief writing, including organizing appendices and exhibits, preparing and organizing appeal records.
- Assisting attorneys with discovery proceedings.
- Organizing and updating litigation and/or administrative files.
- Collecting and organizing facts in connection with trial preparation at direction of attorneys.
- Locating, contacting, interviewing and preparing witnesses and exhibits for legal proceedings.
- Assisting attorneys as directed at trials and other legal proceedings.
- Performing certain administrative legal processes including, but not limited to taxing costs, *in personam* proceedings and credit research.
- Performing other job-related duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Criminal Justice, Political Science, Business Administration or other related field from an accredited institution.
2. Two years of experience as a Paralegal performing duties closely related to this position.
3. Completion of a Paralegal program from an accredited institution.
4. Residency in the City of Milwaukee within six (6) months of employment and throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent written and verbal communication skills.
- Excellent project management skills.
- Excellent interpersonal and problem-solving skills.
- Ability to work under pressure and meet multiple deadlines.
- Excellent analytical and research skills.
- Ability to be versatile and adaptable.
- Excellent computer skills.

THE CURRENT SALARY RANGE (594) IS: \$42,021 - \$50,987 annually.

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