City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Paralegal</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PALG</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU16</td>
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<tr>
<td>Date Revised:</td>
<td>3/23/2022</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for performing professional legal work and providing administrative assistance to the City Attorney’s Office in its legal matters, both civil and criminal.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Prepares legal documents such as pleadings, orders, subpoenas, motions, for review, approval, and use by City Attorneys.
- Assists City Attorneys in preparing ordinances, resolutions, executive orders, and other correspondence.
- Assists City Attorneys in preparing for trials and/or other legal hearings and meetings by organizing and indexing trial or hearing materials, preparing associated legal documents and assembling charts, exhibits, and reports.
- Attends depositions, court or administrative hearings, trials, and citizen board meetings as directed by the City Attorney.
- Answers questions concerning City ordinances and State laws, using information from research, past opinion set forth by the City Attorney’s Office, past practices or legal insight.
- Maintains attorney calendars of court hearings and meetings and schedules meetings, makes travel arrangements, and provides other administrative assistance as needed.
- Attends various City staff/administrative meetings as needed; prepares agendas, takes minutes during meetings, and finalizes minutes and other materials as requested.
- Provides exceptional customer service to internal and external customers, and receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility, requiring a thorough knowledge of policies and activities of the City Attorney’s Office
- Prepares purchasing documentation according to established procedures; monitors attorney budget, and tracks expenditures.
- Performs other such duties and functions as are necessary or incidental to the proper performance of this position.

**Qualifications:**

**Education and/or Experience:**

Associates degree from an accredited college or university and 3-5 years of recent, verifiable work experience in the legal field or equivalent combination of education and experience.
Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Knowledge, Skills and Abilities:

- Ability to use discretion regarding confidential material and understand the legal code of ethics.
- Knowledge of legal terminology, concepts, and practices.
- Knowledge of the legal system including substantive and procedural law and related ethical considerations.
- Knowledge of research techniques (including electronic research), procedures, judicial processes.
- Ability to analyze facts, evidence, and precedents and arrive at a logical interpretation.
- Ability to prepare legal documents.
- Ability to conduct assignments with limited supervision and tight deadlines.
- Ability to establish and maintain effective working relationships with coworkers and the public.
- Skills in computer applications including word processing, case management, and litigation support software, and electronic filing in state and federal courts.
- Strong verbal and written communication skills.
- Ability to deal tactfully and firmly with the public while remaining calm in stressful situations and resolve conflicts.
- Ability to work both independently and in a team-oriented, collaborative environment.

Working Conditions:

The work environment characteristics described here 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 usually moderate.

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 regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.