



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 602.1

Job Title: **PARALEGAL**

Pay Grade: 12

GENERAL SUMMARY:

Performs routine paralegal work and assists in researching, drafting and preparing legal documents for City attorneys.

RESPONSIBILITIES:

- Drafts routine legal documents.
- Conducts electronic filing in state and federal court.
- Utilizes document management software.
- Maintains physical and electronic files.
- Drafts and/or prepares legal documents, including ordinances, contracts, appeals, and briefs for review, approval and use by attorneys.
- Prepares and manages written discovery requests, responses, and supplementation.
- Performs document review and Bates numbering.
- Schedules and calendars discovery and critical deadlines.
- Communicates with client departments and the public via telephone and email.
- Prepares substantive correspondence and other documents as directed by attorneys.
- Coordinates agenda items for City Council.
- Performs basic legal research and reviews legal instruments/documents and ordinances.
- Performs miscellaneous office-related tasks, e.g., picks up and delivers legal documents, files, scans and duplicates legal documents.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate and a certificate in paralegal or legal assistant studies. An Associate degree may be substituted for the above certification requirement. Above average academic performance is preferred. Requires basic computer skills and working knowledge of the Microsoft Office suite.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of standard procedures and tasks where basic analytic ability is required.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. Paralegals should be able to function with some degree of autonomy, with the ability to ask questions if the need arises.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with administrative staff, information technology professionals, attorneys, and supervisors. Interaction involves routine information exchange requiring common courtesy and professionalism.

External Contacts:

Level of external contact varies by section but may require routine interaction with members of the public. Interaction involves routine information exchange requiring common courtesy and professionalism.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to perform routine office tasks, including occasionally lifting objects of up to 20 lbs., and making simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work and other administrative or paralegal responsibilities as required.

JOB FAMILY:

Paralegal
Senior Paralegal

Effective: October 1990
Revised: July 2013
Revised: February 2018
Revised: March 2022