

PARALEGAL-PROVISIONAL

GENERAL STATEMENT OF DUTIES: Provides paraprofessional legal assistance to attorneys in the Corporation Counsel's Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work performed is above a clerical level and involves the processing of legal work for the Corporation Counsel's Office. Work is performed under the general supervision of an attorney.

EXAMPLES OF DUTIES: (Illustrative only): Performs legal and factual research; interprets statutes and Charter; assists in drafting advisory opinions and court documents, such as pleadings and briefs; trial preparation, assist in drafting contracts and processing contracts, maintains and updates law library; prepares records and exhibits on appeal; monitors cases including foreclosures and bankruptcies; notifies attorneys of court deadlines; assists attorneys in developing office procedures, operation manuals and filing systems; answers routine correspondence and telephone inquiries; interviews witnesses and clients.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of basic legal concepts and processes; thorough knowledge of legal terminology and legal forms; thorough knowledge of legal research techniques; ability to read, understand and interpret laws and legal documents; ability to write and draft legal documents; familiarity with court procedures and forms; good knowledge of office management principles and practices; ability to communicate both orally and in writing; ability to plan and supervise the work of others; ability to work independently; ability to handle several projects at one time and prioritize multiple projects; good judgment, tact, and courtesy.

REQUIRED EXPERIENCE AND TRAINING: A certificate of completion of a Paralegal Certificate Program from an accredited college or industry recognized organization including but not limited to the National Academy for Paralegal Studies, the American Alliance of Paralegals, or the National Association of Legal Assistants; or at least 3 years of comparable work experience. At least three years' experience employed as a paralegal or comparable position. At least one of the two years of required experience must have occurred within the past five years providing support services to an attorney practicing in the State of Connecticut. An Associate's or Bachelor's degree in Paralegal Studies is preferred.

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

➤ PARALEGAL

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift				CONSTANTLY (C) 67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C			
Physical Demands					Depth Perception		X					
Standing		X			Color Distinction		X					
Walking		X			Peripheral Vision		X					
Sitting			X		Driving	X						
Lifting		X			Physical Strength:							
Carrying		X			Little Physical Effort (-10 lbs.)		X					
Pushing		X			Light Work (-20 lbs.)		X					
Pulling		X			Medium Work (20-50 lbs.)		X					
Climbing		X			Heavy Work (50-100 lbs.)	X						
Balancing		X			Very Heavy Work (100+ lbs.)	X						
Stooping		X			Environmental Conditions							
Kneeling		X			Cold (50 degrees F or less)	X						
Crouching		X			Heat (90 degrees F or more)	X						
Crawling		X			Temperature Changes		X					
Reaching		X			Wetness	X						
Handling		X			Humidity	X						
Grasping		X			Extreme Noise or Vibration		X					
Twisting		X			Exposure to Chemicals	X						
Feeling			X		Exposure to Gases and Fumes	X						
Talking			X		Exposure to Unpleasant Odors	X						
Hearing				X	Exposure to bodily fluids	X						
Repetitive Motion			X		Exposure to dampness	X						
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X						
Visual Acuity/Near			X		Mechanical Hazards	X						
Visual Acuity/Far			X		Physical danger	X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury and Waterbury Public Schools is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.

Prepared on: February 6, 2024