



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

### INTERNAL/EXTERNAL BIDS

#### NOTICE

The City of Pawtucket is posting the following vacancy in Classified Non-Union:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Law	Law	Paralegal	X03- \$32,825.37-\$39,946.87

**Schedule Hours: 8:30 a.m. – 4:30 p.m.**

#### **Minimum requirements upon application:**

- Associate's Degree in a related field, or certificate of completion from an accredited college or technical school as a Paralegal, or
- Three (3) years of experience in a law office or legal setting under the direction of an attorney involving specifically delegated legal work.
- Municipal experience preferred.

**PLEASE SEND A COVER LETTER, RESUME AND FULLY EXECUTED CITY OF PAWTUCKET EMPLOYMENT APPLICATION (WHICH CAN BE FOUND AT [WWW.PAWTUCKETRI.COM](http://WWW.PAWTUCKETRI.COM) UNDER EMPLOYMENT OPPORTUNITIES) AND A COPY OF YOUR MOST RECENT DIPLOMA.**

**PLEASE EMAIL ENTIRE PACKET TO  
[HR@PAWTUCKETRI.COM](mailto:HR@PAWTUCKETRI.COM)**

**\*\*\*\*Job Specifications are posted in the Personnel Division for your review\*\*\*\*  
Candidates must meet minimum qualifications as stated in job description.**

**Application Period: September 24, 2018 – Until filled**

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.

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# CITY OF PAWTUCKET

## Job Description

**Job Title:** Paralegal  
**Department:** Law Department  
**Reports To:** City Solicitor  
**Pay Grade:** X 03  
**Prepared By:** FJM  
**Prepared Date:** 11/2/12  
**Approved By:** JL  
**Approved Date:** 11/2/12

### **SUMMARY**

Responsible for performing clerical and legal work of moderate difficulty and assisting the City's attorneys in case preparation and processing. Responsible for performing legal tasks under the direction of the City's attorneys and assisting in the coordination of case activities from initial assignment to conclusion.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes performing legal research involving statutes, ordinances and case law for precedents and case applicability; analyzing case documentation and summarizing depositions, interviews, interrogatories, and other case documents; assembling necessary information for legal proceedings; drafting pleadings, written motions, objections and associated memoranda, discovery requests, discovery responses, and occasionally portions of legal opinions and briefs; recording and monitoring case activities for compliance with legal time constraints; and interviewing witnesses and City agents and employees to obtain or clarify case preparation information.

Communicates with the general public, City employees, and legal professionals. Deals tactfully and courteously with the public, including citizens making complaints or requesting service; provides necessary information, and follows through on problems. Compiles information and assembles various legal materials from files or obtains additional information by telephone, email or letter.

Other duties include the following:

Processing and tracking all legal claims filed against the City; daily communication with Department and Division heads and the City's insurer regarding the status of all legal claims; assisting in the preparation of releases and dismissal stipulations

Reviewing and processing misdemeanor criminal prosecution case packages; performing criminal background checks of defendants and other witnesses; assisting in the preparation of criminal prosecution matters for pre-trials and trials

Processing and tracking requests for documents under the Access to Public Records Act; compiling and redacting associated documents; preparing written responses to requesting parties

Preparing drafts of written decisions of the zoning board of review and other city boards and commissions as necessary

Confirming court dates and also dates for depositions, labor negotiations, labor arbitrations, city council meetings and other legal matters that have been scheduled

Preparing ordinances and resolutions for the City Council

Providing back-up and support for legal secretary as required

Maintaining confidentiality in all matters

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility. The additional requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in a related field, or certificate of completion from an accredited college or technical school as a Paralegal or a minimum of three (3) years of experience in a law office or legal setting under direction of an attorney involving specifically delegated legal work. Municipal experience preferred.

### **GENERAL KNOWLEDGE**

Requires knowledge of the principles and practices of the legal system including courts, statutes, and ordinances; legal terminology, principles and precedents; procedures and methods of discovery, disclosure, case analysis, and trial preparation and assistance; methods of legal research and drafting legal documents; investigative and interviewing methods and techniques; and legal time constraints and deadlines imposed by law. Requires proficiency in the use of a personal computer and the ability to use Microsoft Office, LexisNexis and/or other legal search engines.

### **TOOLS and EQUIPMENT USED**

Requires frequent use of personal computer, including word processing, electronic communication (e-mail) and spreadsheet programs; calculator, scanner, telephone, copy machine and fax machine.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret legal documents; organize facts in a clear, logical form; analyze situations carefully and adopt an effective course of action; maintain confidentiality and security of records and information; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with other City employees, legal professionals, support staff, and the general public.

### **REASONING ABILITY**

Ability to define problems, collect data, establish and analyze facts, apply legal principles; exercise good judgment, apply legal ethics in making decisions; and design and maintain efficient systems for case management.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Paralegal Certificate.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderately quiet.