



City of Kansas City, Missouri Job Class Specification

Job Title: PARALEGAL

Department: MULTI

Job Code: 1030

Status: NONEXEMPT

Grade: NE-6

Summary

This is technical paraprofessional work in the performance of legal support services for the staff of municipal attorneys.

Work involves a wide variety of legal and factual research, drafting documents, and assisting in discovery for cases in which the city is a party. Employee is expected to work independently, but under the supervision of attorneys. Work is reviewed through conferences with attorneys.

Duties and Responsibilities

- Assists staff attorneys in discovery process for cases in which the city is a party.
- Drafts discovery requests and responses thereto.
- Researches supporting documentation such as real estate, employment and medical records for tort claims, condemnation proceedings, general liability, federal, and other cases.
- Analyzes and summarizes depositions, transcripts, pleadings and motions from court and related agencies' files.
- Drafts pleadings, briefs, deeds and other legal documents; coordinates signature process for documents.
- Delivers subpoenas and interviews witnesses in preparation for hearings.
- Maintains a calendar of critical dates, including court appearances, court filings, pre-trial dates, and discovery response dates.
- Researches factual issues and present findings to staff attorneys.
- Organize and maintain documents in litigation cases or other projects.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:

Common software programs

Education and Experience

Associate's degree or certificate in paralegal studies (sometimes also called legal assistant or other similar terms);

OR

Accredited bachelor's degree;

OR

High school graduation and three (3) years experience working in a law office performing administrative work.

Certificates/ Licenses/Special Requirements

Must pass a background check as prescribed by the City.

Supervisory Responsibility	None
Supervision Received	Work is performed under supervision of attorneys. Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	10/94
Revised	9/06, 4/13, 4/16, 4/19, 8/2022