



**Technical**

Demonstrates advanced knowledge of:

Converting legal documents into formal reports and proofs for attorneys

Ability to:

Identify, support and provide support to Paralegals. Establish policies and procedures to ensure compliance.

**Education  
and  
Experience**

Accredited bachelor's degree and one (1) year experience in one or more of the following areas: paralegal, law, conducting research and/or investigations, drafting legal documents, or administrative work in a legal setting or law office.

OR

Accredited associates degree and three (3) years' experience in one or more of the following areas: paralegal, law, conducting research and/or investigations, drafting legal documents, or administrative work in a legal setting or law office.

OR

High School graduation and five (5) years' experience in one or more of the following areas: paralegal, law, research, investigations, drafting legal documents, or administrative work in a legal setting or law office.

**Certificates**

Certificate in Paralegal or Legal Assistant studies is preferred

Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Supervision is exercised over assigned personnel.

**Created**

04/25

**Revised**







