

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

PARALEGAL

GENERAL

This is a legal research and administrative work of more than average difficulty in the City Attorney's Office. Responsible for the performance of confidential and diverse administrative work. Extensive local government experience is crucial to this position. Work involves responsibility for coordinating, planning and supervising the administrative and office management activities of the Office of the City Attorney. Provides technical and administrative support relating to the preparation and closing of all real estate transactions for the City and the CRA. Assists in the compiling and preparation of legal documents and provides general overall assistance to professional legal staff with pending litigation. Duties include coordinating all purchasing and record keeping activities of the department. Considerable independent initiative and judgment is exercised in conformance with standard operating policies and procedures.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Acts as paralegal to the City Attorney and his staff, composes correspondence and memoranda, arranges conferences, interprets administrative policies, relays instruction and policy and procedural revisions, acts for superior on routine matters.
- Provide consistent and accurate information to staff, clients, attorneys and other participants regarding real estate transactions in process. Broad and in-depth technical knowledge and skills in the field of real estate law, including review of title information, title insurance, deed preparation and execution, mortgages, and other liens, general real estate closing procedures.
- Draft purchase and sales agreements, deeds, and related legal documents under attorney supervision.
- Prepare closing summaries, transfer tax forms, and pre-closing memoranda.
- Review title searches and identify title issues, request estoppel information and request disbursements.
- Keep abreast of relevant current activities at the state and federal level.
- Meet with Seller prior to closing and conduct or represent the City or CRA at closings as requested.
- Send documents for recording, update title search, monitor file for receipt of satisfactions and other documents clearing title matters.
- Prepare all documents necessary to secure final title policy.
- Monitor and/or prepare 1099B forms and file with IRS each year.
- Perform basic liaison functions with landowners, government agencies, community organizations, and other legal department internal and external customers.
- Provide callers with information on routine legal services, policies, procedures and technical issues; collect information needed to complete documents/files through phone calls, correspondence and visits; plan and coordinate activities, exchange information, investigate and resolve problems, and the like.
- Provides assistance to professional legal staff with pending litigation.
- Coordinates and schedules meetings, conferences, appointments, court hearings, etc. for attorneys and processes all materials for meetings.
- Prepares documents for pleadings, briefs, legal opinions and litigation reports concerning status of cases.
- Keeps legal calendar; calendars for timely filing of matters (responsive pleadings, etc.) and keeps check on pending cases to avoid delay or default in filing pleadings; maintains a court docket.

- Maintains attorneys' diaries.
- Performs legal research on various legal issues, concerns, complaints, pending lawsuits and other legal matters for the City Attorney.
- Researches on NexisLexis, Westlaw and the Internet for cases, bills passed by the Legislature that affect government, obtains copies of Codes of other municipalities, obtains copies of articles and other documents which has an impact on the city.
- Locates and collects former opinions, documents and other materials concerned with current questions or legal assignments for review by the City Attorney or Assistants.
- Understands city policies, procedures and municipal ordinances; develops and revises office procedures.
- Prepares standard resolutions and ordinances when required.
- Supervises compilation, preparation and edits of reports, ordinances, resolutions, and contracts; compiles data for preparation of other legal documents.
- Coordinates the agenda process with the City Clerk and City Manager's Office.
- Assists with Public Records Requests for routing and records.
- Works closely with various departments in preparation of Affidavits in order to timely file Applications with Broward County for receipt of Surplus Funds from Tax Sale Auctions.
- Types and proofreads tedious legal descriptions in which accuracy is very important. Takes and transcribes specialized and complex dictation from attorneys.
- Receives inquiries from the public or city staff by letter, phone or in person, and furnishes information or directs inquiries to the proper source for answer.
- Provides information and guidance to officials, other city employees and the general public concerning routine legal procedures according to established practices.
- Prepares and monitors the department's annual budget.
- Consults with City Attorney during preparation of the budget and in monitoring the budget.
- Maintains the law library for the legal staff; updates Code books, etc. Orders new materials, updates and supplements.
- Designs and maintains specialized filing systems, maintains appointment calendar; coordinates special projects or committees as directed by City Attorney; coordinates and maintains record of travel expenses.
- Reviews office procedures and practices, develops and recommends adoption of improved procedures, forms, record keeping practices and utilization of office equipment.
- Provides direct support for one or more attorneys in the absence of the Legal Assistant as required.
- Performs timekeeping and other administrative functions.
- Approves the requisition of supplies and equipment.
- Maintains awareness of current legal issues through study of legal publications and other relevant materials relating to area of assignment.
- Attends training programs and continuing legal education to enhance knowledge and abilities in assigned legal areas.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of law office management, practices and procedures, with knowledge of the operation of a public and/or municipal government legal office.
- Knowledge of legal terminology, legal forms and administrative court procedures.
- Knowledge of the sources and availability of research material, and the ability to effectively conduct research assignments.
- Knowledge of substantive and procedural criminal and civil law including court rules, trial procedures, discovery procedures and court time lines.
- Knowledge of applicable laws, ordinances and general regulatory requirements.
- Knowledge of the organization, function, procedures and intergovernmental relationships of the city.

- Skill in prioritizing and handling multiple tasks simultaneously.
- Ability to analyze a variety of administrative problems and procedures, to make sound recommendations as to their solution and to prepare working procedures.
- Ability to plan, assign and supervise the work of subordinates and promote and maintain effective departmental morale.
- Ability to operate a personal computer including word processing software, e-mail, spreadsheet applications and electronic calendaring.
- Ability to carry out general instructions of a superior quickly, effectively and with dispatch.
- Ability to exercise good judgment in applying and interpreting policies and procedures.
- Ability to express ideas effectively, orally and in writing, with good proofreading skills.
- Ability to establish and maintain effective working relationships with officials, other employees and the general public.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

At least three (3) to five (5) years of municipal government experience. At least three (3) to five (5) years real estate paralegal experience. The ability to type not less than 65 words-per-minute and maintain good accuracy. Proficient word processing skills, including knowledge of MS Word, Excel and PowerPoint, working knowledge of the Internet as a research tool and for e-filing of court documents. Familiar with federal, state and local court procedures, including e-filing and PACER. Florida Registered Paralegal and/or Certification required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, scanner, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 24/50

Location: City's Attorney Office

GERS: Regular Class