

Title: Paralegal I, II
Department: Office of Metro Attorney
Job Code: 1250, 1252
Pay Range: FN, IN
FLSA Status: Non-Exempt

Employee Group: Non-Represented
Established: 6/01
Revised: 01/05, 10/08, 4/14
EEO Category: Paraprofessional

CLASSIFICATION DESCRIPTION

Jobs assigned to this series provide a variety of para-professional assistance to legal counsel through compliance review and analysis of legal documents, legal research, drafting content of legal documents, site inspections of real property, and identification, analysis, and recommendation of remedies and resolutions to problem issues related to real estate transactions and properties.

DISTINGUISHING FEATURES

This series classification includes Paralegal I and Paralegal II. The primary distinctions between the two levels are the complexity and responsibility of assignments and the amount of supervision received and given.

The Paralegal I is assigned to para-professional tasks including legal research, drafting, review and analysis of legal documents, site inspections of real property and identification, analysis and recommendation of remedies and resolutions to problem issues related to real estate transactions and properties. The Paralegal I has less discretion and independent decision making than the Paralegal II.

The Paralegal II is assigned to more complex para-professional tasks including legal research, drafting, review and analysis of legal documents, analyzing complex transactions, performing preliminary reviews of relevant statutes and closing complex multi-party transactions. The Paralegal II performs with a high degree of independence and skill.

DUTIES AND RESPONSIBILITIES

Paralegal I

1. Drafts and edits legal documents such as briefs, ordinances, resolutions, pleadings and affidavits in addition to specialized Legal Secretary duties. Documents are analyzed and reviewed for compliance and content.
2. Performs legal research such as legislative histories, research on Federal and State rules, definitions and appellate procedures, Metro ordinances, civil procedures and case law.
3. Assists Counsel as requested with other legal issues such as collective bargaining, writing legal memorandum and providing direction to clerical staff in performance of duties related to paralegal work.
4. Reviews and analyzes real estate transactions including documentation, acquisition and sale timetables and docket dates, ordering and reviewing documents including title reports and legal descriptions, and defining research issues and areas for further

investigation including environmental issues and selection of an environmental consultant if needed.

5. Performs due diligence including research of water rights, reforestation, access, easement, boundary and encroachment issues; reviews the site by walking it in person as necessary; defines problem issues, remedies and resolutions; drafts documents as needed and presents information to counsel for review and direction.
6. Closes transactions including issue resolution, attorney and client conferences, ensuring completion of closure checklist, requesting and coordinating funding, and performing post closing follow-up (holdbacks, debris removal, escrow document review, file organizations, etc.)

Paralegal II

In addition to those functions and responsibilities listed above for Paralegal I:

1. Analyzes transactions with a higher level of complexity, which may include complex title issues, difficult water rights issues, boundary and encroachment issues and environmental issues. These duties are performed with a high degree of independence and skill.
2. Performs preliminary review of relevant statutes and legal research of a more complex nature. Less supervisor review of work is required.
3. Prepares complex land use applications such as lot line adjustments and partitions and works with local cities and counties to move land use applications forward.
4. Works with environmental contractors to resolve issues in cases of large environmental matters.
5. Closes complex transactions, including multi-party transactions.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust.
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others.
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work.
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection.
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance.

- Practice safe work habits.
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
- 3. Perform assigned duties during an emergency situation.
- 4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

Paralegal I

- Two years of paralegal experience, including demonstrated ability with real estate transactions or legal research, and
- A Bachelor's degree in paralegal studies, ABA-approved paralegal training or a law degree, or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Paralegal II

- Three years of paralegal experience, including demonstrated ability with complex real estate transactions or legal research, and
- Bachelor degree in paralegal studies, ABA-approved paralegal training or a law degree, or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities:

- Knowledge of paralegal work methods, practices and statutes and laws as they relate to real estate and land use.
- Knowledge of complex land and real estate legal research.
- Knowledge of interpersonal skills, creativity, customer service and teamwork.
- Skill in reading, writing, speaking and understanding English is required.
- Skill in decision making and use of discretion.
- Ability to develop, analyze and report on a variety of related documents.
- Ability to work effectively with staff and other professionals in a sometimes stressful environment.
- Ability to organize and manage multiple projects.
- Ability to maintain confidentiality.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.

- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Supervision is received from either the Metro Attorney or Deputy Attorney

SUPERVISION EXERCISED

- None

RELATIONSHIPS/CONTACTS

- Inside the organization works with all staff engaged in the acquisition and management of property. Outside the organization, works with a variety of individuals such as title and escrow companies, real estate attorneys, environmental consultants and municipal and county agencies.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

- Standard office equipment is used

WORK ENVIRONMENT

- Duties are performed in an office setting and outdoors. Individuals assigned to this classification are exposed to toxic materials and chemicals normally found in an office environment and to the hazards of walking on unimproved land or areas where toxic wastes or derelict buildings are found. Travel, evening meetings and extensive overtime may be required.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.