

## Paralegal I

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### **DEFINITION**

This is complex and independent legal work dealing mainly with the areas of civil litigation and contract law.

Responsibilities in this class include: analyzing documentation received from client departments and public sector; reviewing and researching legal issues, reviewing contracts; dealing with individuals from client departments and public sector regarding legal matters, organization of relevant materials for preparation of contracts or for documents necessary as part of civil litigation process including trial; determining causes of action and correct court jurisdiction; drafting legal documentation such as utility-rights-of way, easements and pleadings within legislated requirements and limitation and client imposed deadlines (for review by responsible lawyer); negotiating settlements (subject to approval by responsible lawyer) and making recommendations regarding settlements.

Incumbents in this class work independently and exercise judgement in determining whether information provided is sufficient, or whether it is necessary to instruct client departments to provide further information and documentation or to request public sector to provide additional information. Incumbents also exercise independent judgment as to the extent to which it is necessary to research legal issues in order to properly execute documents or provide relevant background information for responsible lawyers to determine if appropriate to proceed, defend or settle existing or contemplated litigation.

### **TYPICAL DUTIES \***

Analyses information received from public sector sources, departments or lawyers and responds as appropriate (directly to department or public sector, recommendation to lawyer, etc.)

Drafts and organizes appropriate legal documentation (i.e. Utility Right-of-Way, Easements, Statement of Claim, Affidavit of Records, etc.).

Prepares applicable forms and organizes and assembles contracts (i.e. Construction, etc.)

Determines applicable legislated deadlines such as limitation periods.

Maintains and updates precedents regarding revisions as passed by legislation or to reflect client department's requirements.

Acts as a contact person for inquiries from public sector and departments for contracts, license suspension and debts owed to the City within specified monetary limits.

Carries out and organizes legal research and provides written opinions based on research.

Locates and instructs appropriate City staff to search and provide relevant records and documents as necessary.

Ensures contract documentation is properly assembled and executed pursuant to legislative requirements.

Locates and converses with witnesses (City and public) regarding matters under litigation.

Reviews insurance and bonding dollar amounts to ensure their appropriateness for projects.

Interprets department's records and documents as required.

Ensures proper documentation is prepared and filed within statutory limitation deadlines with appropriate government agencies (Court House, Personal Property Registry, Alberta Motor Vehicles, Land Titles, etc.) to maintain the City's right to pursue debtors.

Communicates (verbally and in writing) with public and lawyers throughout progress of lawsuits.

Negotiates with the public regarding repayment of debts owing to the City.

Contacts various public sectors (bonding companies, insurance companies, contractors, Workman's Compensation Board, etc.) regarding relevant documentation needed.

Responds to incoming inquiries from the public sector or departments.

Commences collection proceedings if appropriate against debtor pursuant to steps and procedures as set out in legislation.

Mediates between individuals or corporations in litigation with the City and the client department and recommends appropriate action including settlement.

Notifies appropriate City personnel regarding money received and records same pursuant to City policy and accounting procedures.

Calculates appropriate amounts owing to City as restricted by legislation.

Makes occasional appearances in Court or at legal proceedings involving the City.

Performs related duties as required.

## **KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of civil law and contract law.

Considerable knowledge of court procedures and practices in Provincial Court and Court of Queens Bench.

Working knowledge of federal legislation (Bankruptcy Act, Criminal Code, etc.)

Working knowledge of terminology, techniques and practices used in acquiring information and evidence for legal action (initiating and defending).

Working knowledge of legal databases (Quicklaw, Queen's Printer, Carswell, Canadian Legal Research, etc.).

Working knowledge of various City databases (TACS, POSSE, CLP, UIS, White Pages, etc.).

Working knowledge of external databases (Motor Vehicles, Alberta Online-Corporate Registry, Personal Property Registry, Land Titles, etc.) and internet search engines.

Strong ability to analyze contracts to ensure content clarity and if necessary recommend amendments to solicitor and client departments.

Strong ability to analyze and summarize information (written or verbal) coherently regarding liability or loss to the City.

Strong ability to converse (verbally and written) with public sector regarding legal requirements and documents necessary to finalize contracts and agreements.

Strong ability to assess, request and organize evidence for preparation of trial.

Ability to interview witnesses (City and public sector) to determine whether testimony is valuable for trial.

Excellent oral and written communication skills.

Excellent time management and organizational skills to work well under strict deadlines and commitments.

Considerable knowledge of court procedures and practices in Provincial Court and Court of Queens Bench.

Well-developed skills in negotiation, mediation and conflict management.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Successful completion of a recognized two (2) year Legal Assistant Diploma program and three (3) years of progressively responsible legal experience in the area of Corporate Law (including contract and construction procedures) and/or Litigation Law (including collection procedures) as required.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1402		1404	
Last Updated:	2009-05			
Previous Updates:				
Originated:	2000-12			