



Code: 1619
Family: Legal and Regulatory
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Real Estate and Legal

CLASS TITLE: SUPERVISING PARALEGAL

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates and supervises the work of paralegals providing paraprofessional legal, administrative, and clerical support to attorneys, and performs related duties as required

ESSENTIAL DUTIES

- Prioritizes and makes work assignments to staff to ensure that attorneys receive needed support and assistance with caseloads
- Monitors the preparation of legal documents (e.g., summonses, depositions, subpoenas) and related summaries by staff and reviews completed work to ensure accuracy and consistency with departmental policies
- Trains and instructs subordinate staff on paralegal functions, legal research techniques, and departmental operating procedures
- Maintains staff time records
- Reviews and examines legal digests to conduct in-depth legal research for attorneys' use in court proceedings
- Provides technical assistance to paralegals engaged in abstracting complex transcripts and briefings
- Consults with division attorneys and private counsel to facilitate the case discovery process
- Oversees the maintenance of court documents
- Supervises the indexing and filing of court documents and depositions and/or creates and trains staff on customized computer applications for these purposes
- Creates and supervises the production of visual exhibits (e.g., graphs, tables, charts) used at trial and hearings and develops methods and procedures to display the information as required
- Oversees the filing of court documents for various litigation efforts
- Serves as a liaison with other City departments to facilitate information exchange

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, and a paralegal certificate from a paralegal training program accredited by the American Bar Association, PLUS two years of work experience as a paralegal or legal assistant; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *the legal system and the principles and practices of applicable areas of the law
- *courtroom procedures and legal terminology
- *legal research methods, techniques, and resources
- computer hardware and software technology used in legal research
- *record keeping and report preparation methods, practices, and procedures

Some knowledge of:

- City's organizational structure
- *supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Paralegal II class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something

- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Paralegal II class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- TIME SHARE - Shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Paralegal II class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Paralegal II class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June 2010

Minimum Qualifications Revised: December 2017;
June, 2018