



Job Title: Paralegal

Department: Law

Reports To: Town Attorney

Salary Range: \$19.55 - \$28.34 Hourly, DOE

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 1/20/2010	Revision Date: 11/2017	

JOB SUMMARY:

General duties expected of a paralegal in the civil law department of a municipal government. Draft resolutions, ordinances, leases and other legal documents. Review, analyze and propose changes to contracts, intergovernmental agreements (IGA) and other legal documents. Conduct legal research.

ESSENTIAL FUNCTIONS	
1	Draft resolutions, ordinances, contracts, leases, deeds, town code amendments, and other legal documents and instruments.
2	Review, analyze, draft, and propose changes to contracts, intergovernmental agreements, and other legal documents.
3	Conduct legal research, including on-line research, analyze the results of that research, and prepare legal memoranda as needed. Coordinate and collect information in order to prepare legal documents.
4	Maintain the department's computerized and physical file system, including coordinating activity related to the files with mandated records destruction deadlines.
5	Answer phones, greet visitors, maintain the attorney calendars, and schedule appointments and meetings.
6	Serve as a staff liaison to various Town departments and special committees and meetings.
7	Prepares and submit routine, recurring and special reports, analyses and recommendations. Oversee administrative activities of Civil Division, such as ordering supplies as needed, tracing attorney CLE, etc.
8	Perform all work duties and activities as assigned and in accordance with department and/or Town policies and procedures.
9	The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

JOB REQUIREMENTS	
Formal Education	Requires Certification as a Paralegal (CP) with the National Association of Legal Assistants, or a Registered Paralegal (RP) with the National Federation of Paralegal Associations, or a degree or certificate of completion from a legal assistant or paralegal program approved by the American Bar Association.



JOB REQUIREMENTS	
Experience	Requires five years' experience as a Legal Assistant or Paralegal, preferably in municipal civil law department; or, any equivalent combination of Formal education and experience sufficient to perform the essential functions.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers