



JOB DESCRIPTION

Title:	Paralegal	Department(s):	City Attorney's Office
Reports to:	City Attorney	Location:	Municipal Building
FLSA:	Non-Exempt	Pay Grade:	Salary Resolution
Shift:	Day	Status:	Full-Time
Bargaining Unit:	None	Date:	August 2025

JOB SUMMARY

The Paralegal is responsible for the organization, coordination, and performance of a wide variety of legal support services for the City Attorney's Office. This position requires a comprehensive understanding of municipal law, legal processes, litigation procedures, and administrative functions. The Paralegal provides independent preparation of legal documents, conducts legal research, ensures compliance with deadlines and statutory requirements, and performs related administrative duties to support the effective operation of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Maintain confidentiality of sensitive and confidential legal matters. Conduct legal research and verify citations in briefs, memoranda, and opinions.
- Independently prepare and draft legal documents for attorney review.
- Supervise and maintain legal files, contracts, ordinances, and records in compliance with statutes and records retention requirements.
- Prepare and review Municipal Court files for trial, including subpoenas, reviewing police reports, analyzing digital evidence, and drafting settlement agreements.
- Prepare summaries of evidence for attorney use.
- Track and coordinate contracts, ordinances, deadlines, and legal actions through Council; notify other departments of upcoming actions.
- Assist in preparation for hearings, trials, and appeals.
- Track notices of claims, litigation deadlines, and review Circuit Court filings.
- File legal documents electronically in Federal and Circuit Courts.
- Develop and maintain legal form files and update templates as needed.
- Prepare appeals from Municipal Court to Circuit Court or the Court of Appeals.
- Draft, process, and record real estate documents; retrieve property records as needed from local land databases.
- Maintain and organize the City Attorney's Office law library.
- Monitor department budget, track and analyze expenditures, and process purchase orders.

- Schedule hearings, court appearances, and other deadlines in compliance with Supreme Court Rules for calendaring.
- Communicate and coordinate with Municipal, Circuit, and Appeals Courts.
- Answer citizen inquiries, screen calls, and provide information related to City Attorney cases; screen calls for the City Attorney.
- Draft confidential correspondence and process legal mailings.
- Provide general administrative support, including scanning, saving, copying, and filing legal documents.
- Notarize legal documents as required.
- Perform all related work as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist with the collection of outstanding municipal debts, including preparing small claims complaints and related filings.
- Develop office systems and processes to enhance efficiency of legal support services.
- Attend public meetings as required.

SUPERVISION RECEIVED AND/OR EXERCISED

- Works under the direct supervision of the City Attorney.
- Performs duties independently with significant responsibility for accuracy and legal compliance.
- No formal supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Graduation from high school (or H.S.E.D. equivalent).
- Minimum of five (5) years of paralegal experience required; prior municipal paralegal experience preferred.
- Equivalent combinations of education and experience may be considered.

Licenses and Certifications

- Possession of a valid driver's license, or ability to obtain within four (4) months.
- Notary Public certification, or ability to obtain within sixty (60) days of employment.

Knowledge, Skills, and Abilities

- Considerable knowledge of municipal law, regulations, ordinances, and legal procedures.
- Ability to perform accurate legal research and prepare legal documents across a variety of municipal law areas.
- Excellent organizational skills with ability to prioritize tasks and manage a heavy workload.
- Ability to maintain strict confidentiality of sensitive legal matters.
- Excellent communication skills, both oral and written.
- Proficiency in Microsoft Office, legal research software, database systems, and court e-filing systems.
- Strong interpersonal skills to work diplomatically with courts, law enforcement, city staff, and the public.
- Ability to exercise judgment, solve problems, and think creatively within the confines of applicable law.
- Ability to manage multiple deadlines and work calmly under pressure.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- The employee must occasionally exert up to 20 pounds of force.
- Work involves frequent sitting, with occasional sitting, walking stooping, kneeling, crouching, and lifting.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office environment within the Municipal Building.
- The noise level is usually quiet to moderately quiet.
- Ability to work under generally safe and comfortable conditions, though exposure to irate individuals, stressful deadlines, and sensitive legal matters may cause occasional discomfort.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Supervisor Date

Department Head Date

Human Resources Date

City Manager Date