



# Paralegal

Class Code:  
A0110

CITY OF TACOMA  
Established Date: Jan 2, 2023

## SALARY RANGE

\$32.54 - \$45.81 Hourly  
\$2,603.20 - \$3,664.80 Biweekly  
\$5,640.27 - \$7,940.40 Monthly  
\$67,683.20 - \$95,284.80 Annually

### CLASS SUMMARY DEFINITION:

This classification is responsible for providing specialized paraprofessional legal support to attorneys.

#### Distinguishing Characteristics:

This is the senior level and/or lead level for Administrative jobs. Advanced, sensitive and/or non-routine tasks and duties are assigned and performed independently with minimum of supervision. Requires a high degree of functional skills. Work involves performance of difficult transactional assignments. As a lead, makes daily work assignments, conducts work review, trains staff in work procedures, and provides input to formal supervisors.

### ESSENTIAL DUTIES:

1. Collects and organizes documents.
2. Creates draft responses to discovery requests for attorney review.
3. Assists attorneys with trial preparation including interviewing witnesses; prepares exhibits for trial.
4. Reviews and verifies legal research and backup materials.
5. Drafts and finalizes court documents; prepares reports.
6. Manages case deadlines.
7. Finalizes letters, memos and other legal documents.
8. Creates agreements for outside legal counsel.
9. Processes payments/invoices.
10. Serves as a liaison between other agencies or individuals and the attorney.

### KNOWLEDGE & SKILLS:

Required knowledge and skills will be specified by position on the Position Description Form (PDF).

## **QUALIFICATIONS:**

### **Minimum Education\***

Associate's degree in paralegal studies or directly related field.

### **Minimum Experience\***

3 years of experience as a legal assistant.

### **Licensing, Certifications and Other Requirements**

None

None

\*Equivalency: 1 year of experience = 1 year of education

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

Positions in this class typically require:

- remaining in a stationary position for 90% of the time with occasional movement to access office files, machinery and similar productivity tools (standing, sitting, walking).
- constant operation of a computer, as well as use of a calculator, printer and similar office tools (fingering, grasping, feeling, repetitive motions).
- communication and the exchange of information with others (hearing, seeing, talking).
- occasionally exerting up to 10 pounds of force to move, transport or position objects (sedentary work).

Work may also occasionally require:

- movement around the work place to pick up objects (stooping, walking, reaching).
- traversing, ascending or descending stairs, sloped terrain, or similar environments (climbing, balancing, walking).
- exerting up to 20 pounds of force to move, transport or position objects (light work).

## **CLASS SPEC DATA:**

Adopted: 01/02/23

Revised:

Title Change:

Union: Non-Represented

Civil Service: No

OT: A

Med: 3

Job: 6

EEO: 42