

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Paralegal	<b>Job Family:</b> 2
<b>General Classification:</b> Professional	<b>Job Grade:</b> 19

**Definition**

Under the general supervision of an attorney, the Paralegal performs a broad range of paraprofessional legal, administrative and clerical duties to support the City Attorney's Office.

**Distinguishing Characteristics**

This journey-level position is responsible for conducting investigations, performing basic legal research, drafting and preparing routine legal documents, identifying, collecting and organizing documents and records, working with clients, and managing legal deadlines. The Paralegal also may supervise assigned support staff.

**Paralegal Duties and Responsibilities**

Paralegal duties and responsibilities may include the following:

- Serves as liaison between the City Attorney's Office and city departments and gathers and organizes information and documents from city staff.
- Conducts fact investigations and performs basic legal research and cite checking.
- Drafts routine legal correspondence and documents such as notices, contracts, resolutions, ordinances, pleadings and discovery requests and responses.
- Summarizes witness statements, depositions, medical records, and trial transcripts.
- Reviews and proofreads legal correspondence and documents.
- Logs and tracks subpoenas, legal claims and lawsuits and ensures timely and accurate filing and service of legal documents.
- Manages and maintains confidential legal files and records.
- Maintains law library; monitoring changes in the law and updates to legislation and regulations affecting the City.
- Coordinates and processes Public Records Act requests, including collecting, reviewing and redacting responsive records for release within state law deadlines.

- Provides guidance and information to City staff and the public regarding legal procedures, document processing, and case status, as appropriate.
- Performs other related duties as assigned to support legal operations and office administration.

### **Minimum Qualifications**

#### Education and Experience:

An applicant for the Paralegal position must possess *one* (1) of the following:

- (1) A paralegal certificate from an American Bar Association (ABA) approved paralegal program plus at least one (1) year of law-related experience under the supervision of a licensed attorney. The law-related experience must be verified by a written declaration from the supervising attorney<sup>1</sup> confirming the applicant is qualified to perform paralegal tasks.
- (2) A paralegal certificate or degree from a nationally or regionally accredited, or Bureau for Private Postsecondary Education-approved post-secondary institution that requires successful completion of a minimum of 24 semester (or equivalent) units in law related courses plus at least one (1) year of law-related experience under the supervision of a licensed attorney. The law-related experience must be verified by a written declaration from the supervising attorney<sup>1</sup> confirming the applicant is qualified to perform paralegal tasks.
- (3) A bachelor's degree from an accredited college or university plus at least one (1) year of law-related experience under the supervision of a licensed attorney. The law-related experience must be verified by a written declaration from the supervising attorney<sup>1</sup> confirming the applicant is qualified to perform paralegal tasks.
- (4) An associate's degree from a community college plus at least two (2) consecutive years of law-related experience under the supervision of a licensed attorney. The law-related experience must be verified by a written declaration from the supervising attorney<sup>1</sup> confirming the applicant is qualified to perform paralegal tasks.
- (5) A high school diploma or GED, plus at least three (3) consecutive years of law-related experience under the supervision of a licensed attorney. The law-related experience must

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<sup>1</sup> The supervising and declaring attorney must be an active member of the California Bar in good standing for at least the past three (3) years or must have practiced in the federal courts of California for at least the past three (3) years.

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be verified by a written declaration from the supervising attorney<sup>1</sup> confirming the applicant is qualified to perform paralegal tasks. The law-related experience also must have been completed within the four (4) years immediately prior to applying for the Paralegal position.

License or Certification: May require a valid California driver's license at time of appointment.

Computer Skills:

- Proficient in Microsoft Word
- Familiarity with online legal research services such as Westlaw or LexisNexis
- Experience using virtual meeting platforms (Zoom or Microsoft Teams)
- Must possess general computer literacy and the ability to quickly become proficient with new technologies, platforms, or internal systems with minimal supervision.

Knowledge of:

- Basic English and arithmetic
- Basic English grammar rules and principles of formal writing
- Legal terminology
- Ethics of law practice and confidentiality requirements

Ability to:

- Perform basic legal research
- Perform fact investigations
- Proofread and format correspondence and legal documents
- Communicate effectively orally and in writing
- Organize and maintain documents and records
- Draft routine legal documents
- Perform clerical and administrative work
- Understand and apply established rules, regulations and laws
- Establish and maintain effective working relationships

Established: July 2025

Revised:

HRD/CLASS SPECS

Paralegal