

# City of Bellingham

## Classification Specification

|             |                          |
|-------------|--------------------------|
| CLASS TITLE | Legal Process Technician |
| DEPARTMENT  | Legal                    |
| UNION:      | E-PLAN                   |
| SG:         | 9                        |
| CS:         | N                        |
| FLSA:       | Y                        |
| EE04CODE:   | AS                       |

### **NATURE OF WORK:**

Independently performs a variety of complex paralegal, technical, and clerical tasks in support of the civil division of the City's Legal Department, requiring independent judgment in applying knowledge of legal standards and requirements. Responsible for advanced technical support activities and paraprofessional work to support the administration of the Liability Claims Program for the Legal Department. Investigates and evaluates liability claims and carries out program objectives under the general direction of professional staff. Performs legal research, drafting a wide variety of legal documents for attorney review and signature, locating and coordinating witnesses, organizing and maintaining litigation files, notebooks and indexes, preparation of discovery, including interrogatories, requests for admissions, and responses to discovery requests. Coordinates public disclosure requests with civil discovery as required. Work requires a high degree of confidentiality and discretion.

### **DISTINGUISHING CHARACTERISTICS:**

This position is distinguished from the Legal Assistant - Criminal position by providing support in complex civil litigation matters requiring independent judgment and discretion, as well as its emphasis on work requiring specialized knowledge and expertise for a City program This position requires a paraprofessional level of work within a specific program area under the general direction of professional staff.

### **SUPERVISORY RELATIONSHIPS:**

Reports to the City Attorney. Also receives direction from the Senior Assistant City Attorney responsible or the City's risk management program as well as other Senior Assistant City Attorneys related to litigation matters and/or their areas of responsibility. Works independently under the general direction of an attorney and under the guidance of applicable Legal Department and City policies and procedures, as well as federal, state, City laws, laws, rules and regulations.

### **ESSENTIAL FUNCTIONS:**

1. Performs specialized administrative, clerical, and paralegal services in support of all phases of litigation and case management in the civil division of the City's legal department.
2. Drafts a wide variety of documents including legal notices, answers, motions, orders, discovery, correspondence, ordinances, resolutions, and other specialized documents for attorney review and signature.

3. Performs legal research as assigned.
4. Develops and maintains case file systems for litigation, maintains computer files with a high level of accuracy. Independently performs case management that includes monitoring for compliance with policies, court rules, case schedules and rules of procedure in a variety of jurisdictions, including all levels of local, state and federal courts, arbitrations and administrative hearings.
5. Adjudicates and resolves liability claims, receiving assistance with the most complex claims from the Senior Assistant City Attorney responsible for risk management or other senior professional staff. Coordinates processing for payment of liability claims.
6. Implements existing and new statutory requirements of Liability Claims Program.
7. Prepares renewal applications for the City's Property and Excess Liability Insurance. Coordinates with appropriate personnel in City departments to gather updated and accurate information, compiles information and submits completed applications within required timelines.
8. Locates and coordinates the appearance of witnesses and others with facts relevant to a claim, lawsuit, hearing or other matters within the areas assigned.
9. Serves as liaison with clients or staff in other departments, agencies, or jurisdictions.
10. Provides back up to the Legal Administrative Assistant position in handling public disclosure requests as necessary.
11. Performs work on special projects that may be outside the normal area of assignment, as directed.
12. Coordinates civil discovery responses with public disclosure requests as required.
13. Deals with highly sensitive and confidential data with discretion and professionalism.

**ADDITIONAL WORK PERFORMED:**

1. Provides backup to other staff members including the Legal Assistant - Criminal and Legal Administrative Assistant position.
2. Performs related duties within the scope of the Legal Assistant classification series.

**KNOWLEDGE AND SKILLS:**

- Knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in this classification.
- Demonstrated advanced knowledge of the Liability Claims program area.
- Knowledge of legal terminology, principles, forms, procedures, technology and specialized functions, standard legal formats and court orders. Knowledge of state and court rules and requirements for assigned court systems
- Comprehensive knowledge of office practices, procedures, and equipment.

- Knowledge and use of a variety of filing systems, both computerized and hard copy, and ability to accurately maintain them.
- Strong computer skills including data entry/retrieval and word processing. Ability and willingness to learn new applications and techniques.
- Excellent oral and written communication skills to explain policies and procedures.
- Interpersonal sensitivity and problem solving skills for interacting with others using courtesy, tact and good judgment.
- Ability to work independently and prioritize workload for timely completion of assigned tasks while functioning as a member of a team.
- Ability to maintain accuracy and attention to detail in a multi-task environment.
- Ability to maintain confidentiality of information and department process.
- Physical ability to perform essential functions of the job, including regular attendance, stress tolerance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

**WORKING ENVIRONMENT:**

Work is performed in an office setting which includes a normal range of noise and other distractions, and low everyday risk working around standard office equipment. May work for extended periods of time at a computer workstation. Work can have deadlines, and be stressful at times and requires ability to handle stress while continuing to function at a high level.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Associate degree in paralegal studies or related degree AND two years of experience in a legal support role with a focus on civil litigation.

OR

- Four years of progressively responsible experience in a legal support role with a focus on civil litigation.
- Experience and/or training in liability claims administration preferred.
- Keyboarding speed of 65 wpm net required.
- Word processing skills required.
- In place of the above requirements, the incumbent may possess a combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential job functions.

**PREPARED BY:** Joan Hoisington  
01/2011

**REVIEWED BY:** \_\_\_\_\_  
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City Attorney

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12/13