

City of Oakland

Paralegal

Exempt Limited Duration Employee



SALARY	\$44.79 - \$55.00 Hourly \$7,278.87 - \$8,937.21 Monthly \$87,346.44 - \$107,246.46 Annually	LOCATION	Oakland, CA
JOB TYPE	Full Time – Exempt Limited Duration	REMOTE	Flexible/Hybrid
OPENING DATE		CLOSING DATE	Open until filled
FLSA	Non-Exempt	BARGAINING UNIT	U51

The Position

Exempt Limited Duration Employee (ELDE): This is an at-will position, exempt from the provisions of the City of Oakland Civil Service Rules (per Charter Section 902f). Exempt Limited Duration positions may not exceed a period of one year.

The City of Oakland's Office of the City Attorney is recruiting to fill one (1) Paralegal vacancy within the Office of the City Attorney. This is an exempt limited duration assignment and is expected to last one year. Join a dynamic and diverse team committed to defending the City of Oakland in various types of litigation and initiating legal action when the community's quality of life or economic interests are jeopardized.

The ideal candidate will be able to perform complex work to support the City Attorney in advocating the City's interest in lawsuits filed against or on behalf of the City.

Examples of Duties

Duties may include, but are not limited to the following:

- Draft legal documents, including propounding and responding to discovery, pre-trial/trial documents, pleadings, motions, correspondence and memoranda.
- Gather, organize, summarize and analyze materials obtained through the pre-trial/project-oriented process.

- Provide paralegal and strategic support to attorneys during the hearing, pre-trial, trial and post-trial process.
- Gather and organize documents for administrative proceedings, including preparation of administrative records.
- Act as liaison between attorneys, clients, witnesses, employees and the public.
- Provide logistical support, including collecting legal documents at a variety of venues.
- Research specific questions of law for precedents, related case law, and/or citations and summarize the results in memoranda or reports.
- Analyze or distinguish cases that may have relevance, and present oral and/or written conclusions to attorney.
- Prepare witnesses to give testimony.
- Assist with public records requests and other inquiries from the public.
- Monitor progress of cases/projects as appropriate.

Knowledge and Abilities

Knowledge of:

- Legal and factual research and interview methods, including accessing computerized databases.
- Applicable Codes of Civil Procedure and rules of evidence; related municipal, state and federal codes; and the City Charter.
- Legal terminology, formatting and legal writing.
- Computer applications and electronic databases.

Ability to:

- Communicate effectively orally and in writing.
- Provide paralegal support during trials and court or administrative hearings.
- Conduct discovery process with witnesses; investigate incidents during the discovery process.
- Make independent judgments within established guidelines.
- Prepare legal documents, including pleadings, motions, and discovery documents.
- Organize work, set priorities, meet critical deadlines and follow-up on assignments with a minimum of directions.
- Research and summarize case law, and other legal documents.
- Analyze and interpret a variety of data and information.
- Monitor progress of cases and projects as appropriate.
- Follow oral and written directions.
- Use computers for word processing.
- Manage time and use appropriate work methods, techniques and equipment to achieve the most effective and efficient result in the time available; balance multiple priorities and focus on desired outcome.
- Handle sensitive and stressful situations with tact and diplomacy.
- Maintain confidential files and information.
- Establish and maintain effective and productive work relationships with other members of the organization and the public.

Minimum Qualifications

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Bachelor's degree or an advanced degree in any subject from an accredited college or university, or a certificate of completion of a paralegal program approved by the American Bar Association, and one year experience as a paralegal or related field. Up to two years of experience may be substituted for education.

OR

High school diploma or general equivalency diploma and three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years.

HOW TO APPLY

Submit a cover letter and resume by email to:
jobs@oaklandcityattorney.org

Candidates selected to proceed in the hiring process may be asked to submit additional information (e.g., a writing sample, references, answers to supplemental questions, the formal City of Oakland employment application).

This job announcement and additional employment information including the application form is available on-line at: www.oaklandcityattorney.org

The City of Oakland is an Equal Opportunity / ADA employer