

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF REPLACING THE ) RESOLUTION NO. 01-3078  
CURRENT CLASSIFICATION OF ) INTRODUCED BY  
PARALEGAL I WITH A JOB SERIES ) MIKE BURTON  
CLASSIFICATION OF PARALEGAL I ) EXECUTIVE OFFICER  
AND PARALEGAL II AT METRO )

WHEREAS, Metro Code Section 2.02.340 requires that any new job classification added to the classification plan requires Council approval; and

WHEREAS, Metro's classification contains a single level Paralegal I job and does not currently include a job series with duties encompassing a Paralegal I and Paralegal II; and

WHEREAS, Metro requires the addition of a Paralegal II level to create a job series classification that will enable the Office of General Counsel to have staff capable of performing complex para-professional legal duties related to real estate and land use issues and transactions; and

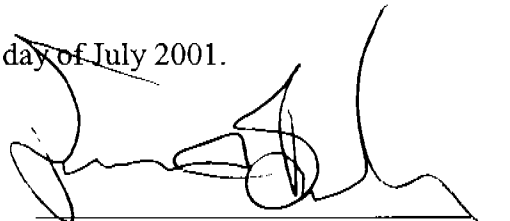
WHEREAS, Human Resources has appropriately classified the job series of Paralegal I at the current annual salary range of \$34,147 to \$47,807 and the Paralegal II at an annual salary range of \$35,855 to \$50,197; and

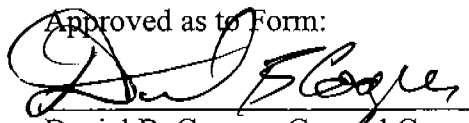
WHEREAS, the current Office of General Counsel budget is sufficient to encompass the pay range for the Paralegal I and Paralegal II; now, therefore,

BE IT RESOLVED,

1. That the new job series classification of Paralegal I and Paralegal II is added to Metro's classification plan as shown on Exhibit A attached hereto.

ADOPTED by the Metro Council this 5th day of July 2001.

  
David Bragdon, Presiding Officer

Approved as to Form:  
  
Daniel B. Cooper, General Counsel



**METRO**  
**Classification Description**

Class No.	1250, _____	Established:	6/01
Title:	Paralegal	Revised:	
Pay Grade:	111, 112	AA/EEO	
Bargaining Unit:	Non-Represented		

**GENERAL SUMMARY**

Jobs assigned to this series provide a variety of para-professional assistance to legal counsel through review and analysis of legal documents, site inspections of real property, and identification, analysis, and recommendation of remedies and resolutions to problem issues related to real estate transactions and properties.

**DISTINGUISHING FEATURES OF THE SERIES**

This series classification includes Paralegal I and Paralegal II. The primary distinctions between the two levels is the complexity and responsibility of assignments and the amount of supervision received and given. The Paralegal I is assigned to less complex para-professional tasks including review and analysis of legal documents, site inspections of real property and identification, analysis and recommendation of remedies and resolutions to problem issues related to real estate transactions and properties. The Paralegal I receives greater supervision than the Paralegal II. The Paralegal II is assigned to more complex para-professional tasks including analyzing complex transactions, performing preliminary reviews of relevant statutes and closing complex multi-party transactions. The Paralegal II performs with a high degree of independence and skill.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES**

(The essential functions/major responsibilities listed 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. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

**Paralegal I**

1. Reviews and analyzes real estate transactions including documentation, acquisition and sale timetables and docket dates, ordering and reviewing documents including title reports and legal descriptions, and defining research issues and areas for further investigation including environmental issues and selection of an environmental consultant if needed.
2. Performs due diligence including research of water rights, reforestation, access, easement, boundary and encroachment issues; reviews the site by walking it in person as necessary; defines problem issues, remedies and resolutions; drafts documents as needed and presents information to counsel for review and direction.
3. Closes transactions including issue resolution, attorney and client conferences, assuring completion of closure checklist, requesting and coordinating funding, and performing post closing follow-up (holdbacks, debris removal, escrow document review, file organizations, etc.)

## **Metro Series Classification Description**

Paralegal

Page 2

4. Acts as primary contact for Metro staff assigned property acquisition duties and as a resource for questions on Metro real estate transactions, policies and procedures.
5. Assists Counsel as requested with other legal issues such as collective bargaining, conducting legal research, writing legal memorandum and providing direction to clerical staff in performance of duties related to paralegal work.

### **Paralegal II**

1. In addition to those functions and responsibilities listed above for Paralegal I, the Paralegal II analyzes transactions with a higher level of complexity, which may include complex title issues, difficult water rights issues, boundary and encroachment issues and environmental issues. These duties are performed with a high degree of independence and skill.
2. Performs preliminary review of relevant statutes.
3. Prepares complex land use applications such as lot line adjustments and partitions.
4. Works with local cities and counties to move land use applications forward.
5. Works with environmental contractors to resolve issues in cases of large environmental matters.
6. Closes complex transactions, including multi-party transactions.

### **SECONDARY FUNCTIONS**

1. Performs related duties as assigned.

### **INTERPERSONAL CONTACTS**

Inside the organization, works with all staff engaged in the acquisition and management of property. Outside the organization, works with a variety of individuals such as title and escrow companies, real estate attorneys, environmental consultants and municipal and county agencies.

### **WORKING CONDITIONS**

Duties are performed in an office setting and outdoors. Individuals assigned to this classification are exposed to toxic materials and chemicals normally found in an office environment and to the hazards of walking on unimproved land or areas where toxic wastes or derelict buildings are found. Travel, evening meetings and extensive overtime may be required.

### **SPECIFIC JOB SKILLS**

(Note: Unless specifically noted, the level of the specified skills will vary based on the level the job is assigned to in this series). Knowledge of paralegal work methods, practices and statutes and laws as they relate to real estate and land use. Ability to perform complex land and real estate legal research; develop, analyze and report on a variety of related documents; work effectively with staff and other professionals in a sometimes stressful environment; and organize and manage multiple projects.

### **MENTAL AND PHYSICAL REQUIREMENTS**

Mental activities required by the job include frequent decision making, interpersonal skills, teamwork, creativity, customer service, discretion, presentations, problem analysis, and to perform math and speak, read write and understand English. Required physical activities include frequent sitting, hearing, talking, repetitive motions of the hands and wrists, and the ability to walk on a variety of terrain.

### **EDUCATION AND/OR EXPERIENCE**

#### **Paralegal I**

Bachelor degree in paralegal studies, ABA-approved paralegal training, or a law degree plus two years of paralegal experience including demonstrated ability with real estate transactions or any combination of experience and education that provides the applicant with the desired skills, knowledge and ability required to perform the job.

#### **Paralegal II**

Bachelor degree in paralegal studies, ABA-approved paralegal training and two years experience in complex real estate transactions and properties, or a law degree plus three years of paralegal experience including demonstrated ability with complex real estate transactions or any combination of experience and education that provides the applicant with the desired skills, knowledge and ability required to perform the job.

### **NECESSARY SPECIAL QUALIFICATIONS**

Valid driver's license.

## Staff Report

### **RESOLUTION 01-3078; FOR THE PURPOSE OF REPLACING THE CURRENT CLASSIFICATION OF PARALEGAL I WITH A JOB SERIES CLASSIFICATION OF PARALEGAL I AND PARALEGAL II AT METRO**

---

Date: June 21, 2001

Presented by:

Lilly Aguilar

#### Proposed Action

Resolution No. 01-3078 replaces the current classification of Paralegal I with a job series classification of Paralegal I and Paralegal II at Metro.

#### Existing Law

Under Metro Code 2.02.340 any new job classification added to Metro's classification plan requires Council approval.

#### Background and Analysis

With the increasing complexity of the transactions dealt with by the Office of General Counsel regarding real estate and land use matters, it is vital to have employees with the legal skills, knowledge and experience working on the various title issues, environmental issues, real estate and land use issues that arise on a continuous basis.

In addition to performing all of the tasks in the Paralegal I position, the Paralegal II employee will perform those tasks with a high degree of independence and skill. The employee in the Paralegal II job series will perform complex para-professional tasks including analyzing complex transactions, performing preliminary reviews of relevant statutes and closing complex multi-party transactions. The employee will analyze transactions with a higher level of complexity, which may include complex title issues, difficult water rights issues, boundary and encroachment issues and environmental issues with a high degree of independence and skill.

The proposed new series classification is Paralegal. The salaries would be established at the existing Paralegal I classification of \$34,147 to \$47,807 with a Paralegal II salary of \$35,855 to \$50,197. This new series classification and the defined job duties have been reviewed and approved by the General Counsel and by Human Resources. The classification description is attached to Resolution No. 01-3078 as Exhibit A.

## Findings

Creating this classification serves the following objectives:

- Enables the Office of General Council to have employees with greater depth of skills and knowledge in the para-professional classification.
- Enables Metro to more efficiently and successfully analyze and resolve complex real estate and land use issues.

## Budget Impact

There is no budget impact, because the subject wages are covered by the current Metro budget. This work has previously been done in part by employees within the classification of Paralegal I and Legal Counsel I which has a salary range of \$48,050 to \$67,289.

## Executive Officer's Recommendation

The Executive Officer recommends passage of Resolution No. 01-3078.