City of Las Vegas
Career Opportunity

Applications are being accepted for a full time **Paralegal** for the City of Las Vegas City Attorney Department.

Entry Level: $14.61

Nature of Job: A highly confidential position that requires organizing, planning, gathering and prioritizing work tasks as assigned. Constant researching tasks and investigative facts retention is routine to the position. Legal data and general rules are continuous. Unvarying assistance to the City Attorney and / or Legal Department. Knowledge of Governmental Laws and guidelines are necessary requirements to the daily functions. Gather and analyze research data such as statutes, articles, codes and general rules. May be required to prepare affidavits or other documents. Direct and coordinate legal office activity, including delivery of subpoenas. Monitor legal volumes to ensure that law library is up-to-date. Gather and review legal forms for accuracy. May be required to prepare declarations, resolutions, agreements, correspondence, memoranda and other non-litigation documents. Coordinate and organizes legal research tasks. Provides secretarial duties to the City Attorney. Contact and communicate with other organizations, public and firms by telephone, fax, e-mail to tasks as requested or assigned. Entering, transcribing, restoring or maintaining information in written or electronic form. Keeping up-to-date and applying new knowledge to your job. Demonstrate knowledge of the governmental structure to include policies and procedures, legal codes and executive orders. Travel may be required to attend meetings, seminars, trainings and workshops. Required to perform other duties as assigned. Must be able to keep the confidence of the office. (A detailed job description is available at the Human Resource Office.)

Qualifications: High School Graduate, Paralegal Certification or any other accredited educational institute. Registered with the State Bar and National Association of Legal Assistants and must maintain certifications as required by the State Bar and National Association of Legal Assistants. Must possess a valid New Mexico Drivers License and must be insurable by the city's insurance carrier. Two (2) years experience in a law office setting. Ability to communicate both written form and orally clearly and effectively. Demonstrate exceptional computer skills to include software and hardware. Display strong administrative practices to include exceptional secretarial functions and procedures. In depth knowledge of legal terminology and principles. Have an ability to analyze legal documents for accuracy. Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches.

Posted: General Public: January 28, 2015 thru February 4, 2015

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Elmer J. Martinez, City Manager

Human Resource Manager