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## Paralegal II

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### ROLE SUMMARY

Under supervision, this position with the Civilian Office of Police Accountability (COPA) functions at the senior level, providing paraprofessional legal and administrative support to attorneys and investigators, and performs related duties as required

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

Salary: Starting at \$59,184

This position is covered by the collective bargaining agreement between the City of Chicago and the American Federation of State, County and Municipal Employees (AFSCME) and is in the career service.

### ESSENTIAL DUTIES

- Assists attorneys in anticipation of litigation.
- Collects and organizes information and legal documents to respond to subpoenas and requests for information and to prepare for motions, trials, and depositions.
- Reviews and examines legal digests such as Lexis Nexis and WestLaw to conduct legal research for attorneys.
- Researches and analyzes statutes, judicial decisions, and legal codes as it pertains to information requests.
- Prepares and summarizes legal documents (e.g., summonses, motions, subpoenas).
- Prepares subpoenas, as directed by attorneys.
- Prepares and writes documents for answers and discovery.
- Corresponds with the relevant parties on the status of discovery.
- Indexes court documents and depositions for record keeping purposes.
- Prepares and maintains documents for motions, pleadings, and claims.
- Prepares exhibits and documents to support investigations and in preparation for legal proceedings.
- Attends federal and state court proceedings on behalf of agency.

- Delivers legal or proprietary documents to offices, personnel, and courtrooms, as required.
- Coordinates and oversees routine legal functions of subordinate staff, as required.
- Responds to legal inquiries, distributes notices of motion and orders, and prepares outgoing documents for mailing.
- Notarizes documents.

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's degree, and a paralegal certificate from a paralegal training program accredited by the American Bar Association, or an equivalent combination of education, training and experience.

"Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.