



The City of Fremont invites your interest in the position of

PARALEGAL

CITY ATTORNEY'S OFFICE

Recruitment Timeline

First review of applications:
Monday, September 25, 2023
5:00 p.m.

Interested applicants are encouraged to apply as soon as possible.

Interviews:
Date(s) to be determined when a viable number of qualified candidates is reached.

Compensation & Benefits

Annual Salary Range:
\$90,250 - \$109,698

A summary of benefits can be viewed online:
[Benefits Summary](#)

This position is represented by the City of Fremont Employee Association (CFEA) Bargaining Unit.

[Apply Here!](#)



The Organization

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 235,000 residents. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

The Position

The City Attorney's Office provides legal advice to all City Departments, the City Council and all Boards and Commissions. In addition, the City Attorney's Office provides risk management services through the Risk Management Division. The Paralegal position is responsible for the preparation and management of complex legal documents and performs specialized legal administrative services at the direction of the professional staff in the City Attorney's office. The Paralegal works independently within prescribed guidelines and protocol to plan, organize, and complete assignments, which are reviewed upon completion.

The Ideal Candidate

The Paralegal will have increasingly responsible legal assistance experience preparing legal documents and performing legal research. The selected candidate will be well versed in scheduling, organization, time management, meeting/travel logistics, writing and reporting. In addition, the individual will be resourceful, innovative and possess strong customer service skills to communicate in a professional and effective manner both verbally and in writing. The ability to be flexible, sensible and respectful while working in a diverse environment is critical. This key administrative role will require considerable knowledge of City policies and procedures, City Council functions and operations, professional legal services, and other government procedures. The selected individual must also demonstrate independent judgment and personal initiative to perform responsible and complex administrative support work. Proficiency with modern business technology, including MS Outlook, MS Word, MS Excel, Adobe Acrobat, CityLaw (or similar document management tool), DocuSign, virtual collaboration tools (Zoom and Microsoft Teams) and any modern municipal business systems (PeopleSoft, Tyler-Munis, MinuteTraq). College coursework in public administration, business administration, legal, or a related field is desirable.



Human Resources Department
3300 Capitol Avenue, Bldg. B
(510) 494-4660 | humanresources@fremont.gov
www.fremont.gov/government/departments/human-resources

Job Responsibilities

Examples of responsibilities include:

- Prepare documents, including confidential documents, memos, correspondence, pleadings and other legal documents for litigation and administrative hearings.
- Perform legal research and maintain law library.
- Review incoming documents to determine time limits in processing of responses and maintain tickler system.
- Process basic and complex court documents requiring knowledge of legal procedures, format, and terminology in accordance with federal, state and local rules.
- Review contracts, deeds, ordinances, resolutions and other legal documents for completeness and accuracy.
- Assist in drafting resolutions, ordinances, pleadings and documents to be filed in the courts, contracts and other legal documents under attorney supervision.
- Respond to inquiries and requests for information from the public and City staff with tact and diplomacy.
- Adhere to customer service philosophy with both internal and external customers and demonstrate skill in establishing a strong and positive image of the department and City.
- File court documents and attend court hearings as assigned.
- Maintain electronic and hard copy files, records and logs to adhere to retention guidelines.
- Perform related duties as assigned.
- [To view the class specification with the full list of duties, click here.](#)

Minimum Qualifications

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be:

Education/Experience: Possession of a Paralegal Certificate and two years experience as a legal secretary, or five years experience as a legal secretary with considerable experience performing legal research and preparing drafts of legal documents.

Licenses, Certificates and Special Requirements: Possession of, or ability to obtain by time of appointment, a valid Class C California driver's license may be required. This classification requires the ability to travel independently within and outside of City limits.

Selection Process

The process may include oral panel and individual interviews, written and/or in-basket exercise, reference checks, fingerprint check, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Application Process

How to Apply: Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Paralegal position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the **Paralegal position**. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

1. Please be specific in answering the supplemental questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.
 - Yes
 - No
2. What is your highest level of education?
 - Did not complete high school or equivalent
 - High school diploma or equivalent
 - Some college
 - AA degree
 - Bachelor's degree
 - Master's degree or higher
3. Please briefly describe any college coursework that you have completed in public administration, business administration, legal, or a related field.
4. Do you have a Paralegal certificate?
 - Yes
 - No
5. If you answered "yes" to Question #4, please indicate the issuing date(s) of your certification(s). Please also attach a copy of your Paralegal certificate to your online application.
6. Do you have at least two years experience as a legal secretary or five years experience as a legal secretary with considerable experience performing legal research and preparing drafts of legal documents?
 - Yes
 - No
7. Briefly describe your relevant professional experience performing highly complex administrative/paralegal support duties. In your response, please include a description of the type of legal work you performed, number of years, and name of organization where you gained your experience. If you do not have relevant professional work experience, enter "n/a".
8. Describe your experience and proficiency level (Beginner, Intermediate or Advanced) utilizing technology inclusive of Microsoft Suite Programs (Outlook, Word, Excel), CityLaw (or similar document management tool), Adobe Pro, DocuSign and virtual collaboration tools (Zoom and Microsoft Teams), and any modern municipal business systems (PeopleSoft, Tyler-Munis, MinuteTraq).
9. Describe your experience in each of these areas: (a) coordinating daily support for the operations of a law office; (b) processing the review of contracts; (c) interfacing with city departments and other agencies related to the administration of a law office consistent with City policies, practices and procedures.
10. Do you possess a current, valid California Class C Driver's License?
 - Yes
 - No