



Classification Specification Title: Paralegal

Department	General Government	Grade: GS.08
Supervision Received	Legal Office Manager	FLSA Status: Non-Exempt
Supervisory Responsibility	None	Established: Mar 9, 2026
		Revision: N/A

CLASSIFICATION SUMMARY:

Incumbents in this classification will assist the city attorneys in preparing legal documents, conducting research, and managing case files under general supervision. Duties include drafting original legal instruments, analyzing legal sources, maintaining case files, and serving as a liaison to external agencies.

SERIES LEVEL: The Paralegal is a stand-alone position.

ESSENTIAL FUNCTIONS: *(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Manages and administers a diverse range of contracts through all phases, from origination to final execution, including drafting and preparing agreements, contracts, deeds, and pleadings in support of active litigation, and ensures all contractual documents comply with City rules and regulations.

Performs legal research and case documentation; assists with preparation for legal proceedings; drafts legal documents, pleadings, motions, and correspondence; and researches and analyzes legal sources—including statutes, judicial decisions, legal articles, and legal codes—to prepare briefs, pleadings, appeals, wills, contracts, deeds, and trust instruments for the Attorney.

Organize and maintain case files, ensuring accuracy and completeness. Prepare and file legal documents with courts and government agencies.

Prepare and review discovery materials, subpoenas, and summons; assist in trial preparation, including the preparation of deposition summaries and abstracts of documents.

Schedule court hearings, depositions, conferences, and maintain litigation files. Coordinate with court reporters, videographers, and opposing counsel.

Communicate with clients, witnesses, law enforcement, and court personnel. Maintain confidentiality of sensitive information.

Uses, carries, and answers cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS

High School Diploma or GED and two (2) years of work experience as a paralegal; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS

Valid Driver's License

Paralegal Certificate preferred.

KNOWLEDGE AND SKILLS

Knowledge in real estate title work, contract lifecycle management (CLM), legal procedures, and practices involved in composing, processing, and filing a variety of legal documents, standard legal references, and their contents. Understanding of modern office procedures, methods, computer equipment usage, court procedures, and case management. Experience in commercial real estate law, real estate transactions, and/or land use and zoning.

Proficiency in personal computers and software, including Microsoft Office Suite and legal research tools. Strong command of English composition, grammar, spelling, and punctuation. Excellent verbal and written communication skills. Strong organizational and multitasking capabilities. Proven ability to establish and maintain effective working relationships. Ability to work effectively both independently and as part of a team. Commitment to maintaining a high level of professionalism and discretion.

PHYSICAL DEMANDS

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS

Safety Sensitive: Child Sensitive: Dept of Transportation (CDL):

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Revision History: N/A