ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 15

POSITION TITLE: POLICE LITIGATION PARALEGAL

SALARY RANGE: $52,260 - $81,874

DEPARTMENT: LEGAL

REPORTS TO: LEGAL COMPLIANCE DIRECTOR

POSITION SUMMARY

Provides comprehensive legal support to outside attorneys in all phases of civil litigation including fact investigation, discovery hearings and trial preparation. The role involves coordinating with internal agency departments, outside counsel, courts and opposing parties while exercising discretion in handling confidential, sensitive and legally privileged information. Provide legal support for other legal matters handled by the Department or outside attorneys.

FUNCTIONS OF THE JOB

Essential Functions

- Manage case files, litigation calendars and docket systems, track deadlines, hearings and statutes of limitations.
- Locate, review and analyze law enforcement records including police reports, investigative files, body-worn camera footage, CAD records and internal affairs materials.
- Coordinate discovery, including gathering records from various departments, preparing productions and maintaining privilege and discovery logs.
- Conduct legal and factual research and write summaries for attorney review.
- Schedule depositions, hearings and mediations; serve as liaison between outside legal counsel and department defendants and witnesses.
- Process and review records subpoenas; assist with drafting motions and objections.
- Provide administrative support to attorneys and other legal staff for litigation, expungements, claims and other legal matters.

QUALIFICATION REQUIREMENTS

Knowledge:

- Associate's Degree or Paralegal Certificate required; Bachelor's Degree preferred.

Experience:

- Minimum 2 years of relevant legal experience. Previous law enforcement experience preferred.

Skills and Abilities:

- Ability to analyze information, identify relevant facts and issues and prepare clear summaries and reports.
- Strong attention to detail and accuracy.
- Organize, maintain, and retrieve complex legal files and law enforcement records.
- Exercise discretion and maintain confidentiality with sensitive and privileged information.
- Must work independently under general supervision and collaboratively as part of a legal team.
- Ability to learn and adapt to new technology and agency systems.

Working Environment:

- Normal office environment with attending outside functions when required.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
- Telephone
- Cell Phone
- Copier/Fax Machine

PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

The St. Louis Metropolitan is an Equal Opportunity Employer.

The job description does not necessarily contain all of the actual or essential duties of this position. All job offers are contingent upon passing a medical evaluation/drug screen and criminal background check.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.