

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 17

SALARY RANGE: \$68,796 - \$107,848

POSITION TITLE: POLICE LITIGATION PARALEGAL SUPERVISOR

DEPARTMENT: LEGAL

REPORTS TO: LEGAL COMPLIANCE DIRECTOR

POSITION SUMMARY

Provides advanced paralegal expertise and strategic leadership in managing daily operations of a litigation support team. This position oversees complex case administration, ensures adherence to legal and procedural requirements, and coordinates workflow across attorneys, paralegals and support staff. The supervisor is responsible for assigning and reviewing work, developing standards for litigation support and ensuring timely and accurate preparation of pleadings, discovery, trial materials and case management documentation.

FUNCTIONS OF THE JOB

Essential Functions

- Supervises a team of paralegals and litigation support staff, including assigning work, reviewing output, and ensuring timely completion of tasks.
 - Provides mentoring, training and performance coaching to develop staff expertise and maintain high professional standards.
 - Oversees complex case administration, including tracking, scheduling, case file organization, witness coordination and meeting all filing deadlines.
 - Coordinates large-scale discovery projects related to document production, privilege reviews and discovery workflows.
 - Assists attorneys with factual research, deposition preparation and exhibit lists.
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QUALIFICATION REQUIREMENTS

Knowledge:

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

Experience:

- Minimum 5 years of relevant legal experience. Previous law enforcement experience preferred.

Skills and Abilities:

- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Train, mentor and conduct performance evaluations of staff.
- Attention to detail and accuracy reviewing legal documents and records.
- Ability to work independently, take initiative and exercise sound judgement.
- Communicate professionally with attorneys, command staff, courts and opposing counsel.
- Exercise discretion and maintain confidentiality with sensitive and privileged information.
- Advanced understanding of federal, state, and local laws, court proceedings and rules of evidence pertaining to civil cases and law enforcement agencies.

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.