



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: James Kennedy, City Solicitor
DATE: August 4, 2017
SUBJECT: Fill Paralegal Position in City Solicitor's Office

Recommendation

Accept this report regarding the filling of a Paralegal position in the City Solicitor's Office to replace the current Legal Secretary position, in order to better meet the legal needs of the Solicitor's Office.

Discussion

The City Solicitor's Office has traditionally maintained a Paralegal position to assist the office in the wide range of legal tasks on a day-to-day basis. During a staff turnover period over the past few years, the attorneys have been without a Paralegal staff member. However, with the growing legal support services needed, it is necessary for the City Solicitor's Office to reincorporate the Paralegal position to assist the attorneys to provide the highest level of legal representation to the City. In addition to performing daily clerical work, a Paralegal will be able to assist with specifically delegated substantive legal work such as case management, fact gathering and trial preparation.

The position of Paralegal already exists in the City's Ordinance as a Labor Grade 18 and the position is inactive and vacant. The City Solicitor's Office intends to fill the Paralegal position with the staff member who is currently employed as its Legal Secretary, although per City Ordinance, it will be posted internally for five days first any qualified applicants will be considered.

Respectfully Submitted,

James Kennedy

cc: Thomas J. Aspell Jr., City Manager