



PUBLIC EMPLOYMENT RELATIONS COMMISSION
 112 Henry Street NE, Suite 300, Olympia WA 98506
 PO Box 40919, Olympia WA 98504-0919
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PUBLIC EMPLOYMENT
 RELATIONS COMMISSION

REPRESENTATION PETITION

Amended Petition in Case # _____

Applicable Rules: Chapters 10-08, 391-08 and 391-25 WAC

PARTIES Include information for all parties involved.

EMPLOYER City of Tacoma
 Contact Joy St. Germain
 Address 747 Market Street, Room 1336
 City, State, ZIP Tacoma, WA 98402
 Telephone (253) 591-5407 Ext. _____
 Email jstgermain@ci.tacoma.wa.us

PETITIONER IBEW Local 483
 Contact Alice A. Phillips
 Address 3525 South Alder Street
 City, State, ZIP Tacoma, WA 98409
 Telephone (253) 565-3232 Ext. _____
 Email alice@ibew483.org

CURRENT BARGAINING REPRESENTATIVE
 (If one exists) _____
 Contact _____
 Address _____
 City, State, ZIP _____
 Telephone _____ Ext. _____
 Email _____

TYPE OF REQUEST Select One. The petitioner requests:

- RECOGNITION** to be certified as the representative of employees currently unrepresented.
- CHANGE OF REPRESENTATIVE** to be certified as the representative of employees currently represented by another organization.
- DECERTIFICATION** to no longer be represented by the current organization.
- INCLUSION OF UNREPRESENTED EMPLOYEES** to have a group of employees added to an existing bargaining unit as described in WAC 391-25-440.
- EMPLOYER PETITION** a determination by the commission according to WAC 391-25-090.

BARGAINING UNIT

Description of Bargaining Unit: Indicate inclusions / exclusions
 Supervisors' Bargaining Unit

Department or Division Legal

Number of Employees in Unit _____ 1

Collective Bargaining Agreement
 If one exists, the bargaining unit's most recent collective bargaining agreement must be filed with this petition.

Contract Expiration Date: _____ December 31, 2014

OTHER RELEVANT FACTS

Additional information relating to the proposed bargaining unit is attached.

SHOWING OF INTEREST

The petition must be filed with a showing of interest indicating support of at least 30% of the employees in the bargaining unit.
 The showing of interest cards are confidential and are ONLY filed with PERC.

AUTHORIZED SIGNATURE FOR PETITIONER

Print Name Alice A. Phillips Telephone (253) 565-3232 Ext. _____
Address 3525 South Alder Street Email alice@ibew483.org
City, State, ZIP Tacoma, WA 98409 Signature *Alice A. Phillips* Date 5/1/13



Paralegal, Senior

Class Code:
1010

CITY OF TACOMA
Revision Date: Jan 5, 2009

SALARY RANGE

\$28.82 - \$36.93 Hourly
\$2,305.60 - \$2,954.40 Biweekly
\$4,995.47 - \$6,401.20 Monthly
\$59,945.60 - \$76,814.40 Annually

CLASS SUMMARY DEFINITION:

THE CLASSIFICATION

Under the direction of an assigned supervisor, provide a variety of administrative and support services for attorneys in the Legal Department.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Senior Paralegal classification perform complex paralegal duties involving independent decision-making. Incumbents in the paralegal classification perform routine and less complex paralegal duties.

ESSENTIAL DUTIES:

Conduct legal and factual research for attorneys utilizing WESTLAW or other computerized legal research systems, and other legal reference materials.

Conduct witness interviews, prepare reports and collect evidence as assigned.

Prepare and organize documents, exhibits, interrogatories, and respond to discovery requests.

Organize and maintain complex case files, including preparation of subject indexes, chronologies and defining issues.

Attend trial proceedings; review transcripts of proceedings and provide summary as requested.

Draft pleadings, motions, judgments and other documents.

Maintain various records and files.

Perform other related duties as assigned.

KNOWLEDGE & SKILLS:

KNOWLEDGE OF:

City, County and State Court systems.
Applicable laws, codes, regulations, policies and procedures.
Research and record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
City organization, operation, policies and objectives.
Interpersonal skill using tact, patience and courtesy.
Telephone techniques and etiquette.
Interview techniques.
Modern office practices and procedures and equipment.

SKILLS:

Accurately analyze situations and adopt an effective course of action.
Organize and plan work.

Meet schedules and timelines.
Work independently with little direction.
Effectively communicate both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze and summarize findings using automated systems and tools.

QUALIFICATIONS:

An equivalent combination to: BA degree from an accredited college or university with a major in business or public administration, law and justice or other related field and two years' experience as a paralegal or legal assistant.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Valid Washington State driver's license at time of appointment with maintenance thereafter.
Rule .07 certification from the Tacoma-Pierce County Bar Association.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

Office environment; subject to driving to interview witnesses.

CLASS SPEC DATA:

Adopted:
EEO Category: 5
Revised: 1-97
Medical Group: III
Title Change:
Class Code: 1010
Reviewed: 2/99
Job Group: 17
Civil Service Status: No
Union: NR
Overtime Category: A
SOC: 23-2011