

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Legal

Position: Paralegal

Status: 40 hours per week/2080 hours per year

FLSA Status: Covered, Non-Exempt

Date of Announcement: July 2, 2018

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Researches state and federal laws and regulations and performs other legal research projects.
- Prepares documents, including ordinances, resolutions, contracts, policies, reports and general correspondence.
- Performs office management responsibilities, including filing, ordering supplies, processing claims, processing department payroll, and tracking department expenditures.
- Performs other duties as required.

Minimum Training and Experience Required:

- Bachelor's degree from accredited college or university, or at least five (5) years experience as a paralegal.

Special Requirements:

- No special licensure is required
- Ability to efficiently utilize software, including Word, Excel, Access and Word Perfect.

Minimum Physical and Mental Abilities Required:

- Ability to exert physical effort in sedentary to light work.
- Ability to sit a desk for long periods of time.
- Ability to operate a variety of office equipment.

Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication:

- Ability to analyze and interpret various documents, including laws, regulations, manuals and cases.
- Ability to obtain information through interviews; deal fairly and courteously with the public; handle multiple cases and assignments; and work effectively with interruption.
- Ability to interact and communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to organize projects and files with strong attention to detail.
- Ability to take initiative to complete projects with little or no direction.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

- Ability to work under stressful conditions and to balance priorities within and between city departments.
- Ability to speak Spanish helpful.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

- Grade 11 as designated by current salary ordinance. Starting at \$1,698.89/bi-wkly.

Work Hours:

- Monday – Friday, 8:00 a.m. – 5:00 p.m.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free