

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Legal

Position: Paralegal

Status: 40 Hours, Full-time, 2080 hours per year

FLSA Status: Covered, Non- Exempt

Date of Announcement: December 2020

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.

- Oversees the collection of damages caused to City property.
- Oversees filing of and monitors claims filed against the City.
- Prepares and reviews documents for acquisition of supplies and equipment, and for construction of public works projects in accordance with City policies and applicable statutes.
- 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 and Excel.

Minimum Physical and Mental Abilities Required:

- Ability to exert physical effort in sedentary to light work involving routine range of motion including stooping, kneeling, crouching and reaching.
- Ability to sit at 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 prepare effective, basic legal documents.
- 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 type at a speed necessary for successful job performance.
- 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 is helpful.

Environmental Ability:

- Ability to work effectively in an office environment.

Rate of Pay:

- Grade 11 (starts at \$20.80 per hour) as designated by current salary ordinance.

Work Hours:

- Monday - Friday, 8:00 a.m. - 5:00 p.m. Occasional evening hours may be required.

Applications are **required** and are 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