

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Legal

**Position:** Administrative Legal Assistant/Paralegal

**Status:** 40 Hours, Full-time

**FLSA Status:** Covered, Non- Exempt

**Date of Announcement:** January 5, 2023

**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.*

- Provides a diverse range of administrative and clerical support for the Legal Department staff to facilitate the efficient operation of the Legal Department.
- Drafts, prepares and/or reviews documents and correspondence with a strong attention to detail and accuracy.
- Maintains a project management system for Legal Department staff, including prioritizing, assigning and monitoring workloads.
- Maintains multiple calendars and schedules appointments and meetings for Legal Department staff.
- Organizes and maintains files ensuring accurate and complete recordkeeping.
- Receives and assists internal and external customers, acting as an initial point of contact for the Legal Department staff; receives, reviews and processes incoming/outgoing correspondence in all formats; answers and/or directs phone calls.
- Processes and presents routine Legal Department agenda items to Board of Public Works and Safety.
- Performs or assists with office management responsibilities, including ordering supplies, processing claims, tracking expenditures, and processing payroll, all with strong attention to detail and accuracy.
- Ability to work independently and as a part of a team; prioritize and handle multiple assignments, or projects, and work well under pressure with minimal supervision and frequent interruption.
- Performs other related essential duties as required.

### **Language Ability and Interpersonal Communication:**

- Ability to interact and communicate professionally, clearly, concisely and effectively in person, verbally and in writing.
- Ability to establish and maintain effective working relationship with those contacted in the course of work.
- Ability to obtain information through research and interviews.

### **Mathematical Ability:**

- Ability to accurately perform various mathematical calculations.

### **Minimum Training and Experience Required:**

- High school diploma or equivalent and two to five years' work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Paralegal degree or certificate and experience is preferred, but not required.

**Special Requirements:**

- Must be proficient in Microsoft Office software, including Outlook, Word, Excel and Access.
- Ability to effectively operate a variety of office equipment.
- Must have effective time-management and strong organizational skills, coupled with the ability to be detail oriented.
- Ability to maintain a high level of confidentiality.

**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.
- **Environmental Ability:**
- Ability to work effectively in an office environment.

**Rate of Pay:**

- Grade 9 (starts at \$21.08 per hour) as designated by current salary ordinance.
- Grade 11 pay rate if the candidate is a paralegal (starts at a minimum of \$22.73 per hour) as designated by current salary ordinance.

**Work Hours:**

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

Applications are **required** and are available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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