

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: **Paralegal**

General Summary:

Under the general supervision of the City Attorney, provides high level, confidential administrative and secretarial support for all staff attorneys, involving individual initiative, discretion and judgement within the scope of assigned authority. The Employee will perform specialized legal administrative duties, including preparation of documents and reviewing and using criminal prosecution file materials to prepare routine warrants, subpoenas and pleadings.

Physical Demands:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The typical work environment of this job is a business office setting where the noise level is moderate.

Eligibility Requirements:

- Must have a certificate of completion of an approved paralegal program, plus at least three (3) years of law related work experience under the supervision of a qualified attorney, with progressively increased responsibilities; or an equivalent combination of job-related education and experience. Prior work experience must include legal secretarial work sufficient to gain considerable knowledge of law office administration, fundamental legal subjects, legal terminology, and the rules and code of ethics regulating the legal profession. Experience performing legal research and analysis is desirable.
- Must have strong written and oral communications skills. Must be able to read, write, speak and understand the English language.
- Must be skilled in the use of general office equipment, including computers and related software, with specialized skill in word processing, database management, document formatting and presentation, gathering information using internet resources. Ability to use legal research software is desirable.
- Must be able to type with speed and accuracy (50 wpm), from taped dictation, handwritten notes and oral instructions.
- Must be able to work independently, assume responsibility without direct supervision and exercise discretion related to the handling of confidential information. Must be able to interact professionally, constructively, and diplomatically with administrators, other employees, elected officials, representatives of the business community and other governmental units and the general public. Must be able to manage time effectively and handle multiple assignments while experiencing interruptions.
- Must be able to learn, understand and apply municipal organization procedures and ordinances.

Grade 9/Salary \$46,320 – 64,800

Benefit Package, including:

- Paid vacation, sick leave, personal days and holidays
- Medical, dental, vision, and life insurance
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: November 30, 2018

Application Deadline: Until position is filled

To Apply:

- A resume, writing sample, school transcripts, and two (2) references must accompany the completed job application.
- Job applications will be accepted in-person, fax, email: apply@cityofjackson.org, or by mail at:

City of Jackson
Human Resources Division
161 W. Michigan Ave.
Jackson, MI 49201

**** EQUAL OPPORTUNITY EMPLOYER ****