



**City of Holyoke
Law Department
Full-time Paralegal
JOB POSTING – December 02, 2022 - December 16, 2022**

Position Summary: In accordance with Section 2-160 of the City of Holyoke Code of Ordinances, serves as Paralegal to the legal counsel for the City. Performs complex, high-level administrative, technical and professional work in drafting legal documents, legal research, and provides administrative and secretarial support to the City Solicitor and attorneys of the Law Department; performs all other related work as required.

Essential Functions: Conducts legal research and provides support to staff attorneys. Receives issues and concerns from city departments, employees and officials and applies diagnostic analysis to determine legal issues. Aids attorneys in researching, drafting and preparing formal legal documents. Reviews policies and procedures of city departments and compares with MA law, city ordinances and Charter. Assists in execution of long-term projects and initiatives. Attends meetings upon request and maintains minutes of the meetings. Researches property ownership in the Hampden County Registry of Deeds. Prepares real estate documents, such as orders of taking, liens, easements, and deed documents. Contacts departments to solicit records, review records for nonpublic information and responds to individuals. Responds to requests for city insurance information by assessing liability and providing appropriate responses, waiver agreements, and letters as proof of insurance. Maintain case files and opinions; organizing within the department database. Administer the MUNIS software system; processing requisitions, bills, and orders for the department and submitting information to the Purchasing Department. Manage a multi-line phone system and process incoming mail and messages. Performs similar or related work as required or as situation dictates.

Knowledge, skill and abilities required: Thorough working knowledge of office procedures, practices, office equipment, and terminology. Knowledge of legal research through M.G.L., City ordinances and LexisNexis. Knowledge of the MUNIS system or aptitude to learn system.

Experience required: At least one year of progressively responsible law office or municipal experience, record keeping and public relations; or any equivalent combination of education and experience.

Education, certification, or license required: High school education with courses in office procedures and business practices; Associate's degree in related field or paralegal certificate desirable.

Supervision: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures. Works under the general direction of the City Solicitor and staff attorneys. Supervisory responsibility: None.

Job Environment: Work is performed under typical office conditions; the noise level is moderate. Operates computer, facsimile machine, copier, typewriter, and other standard office equipment. Makes frequent contact with the general public, other city departments, professional lawyers and law firms. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue. Has access to department-related confidential information pertaining to legal cases. Errors could seriously cause confusion and delay of service or have legal repercussions.

Physical Requirements: While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 10 pounds, such as office supplies, books, and equipment. Ascends/descends stairs to reach supplies and storage areas and attend meeting places. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Fair Labor Standards Act (FLSA) Status: Exempt.

Employment Status & Hours: Regular Full Time Employment, Monday-Friday, 8:30am-4:30pm.

Pay Range: \$40,080.00 - \$46,613.00

Employee Benefits: Health, Dental, Life Insurance and Flexible Spending Account (FSA)

Please send a letter of interest and resume by email only to: personnel@holyoke.org

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.