

PARALEGAL

The City of Harrisburg is seeking a candidate to fill the position of Paralegal in the Department of Administration, Bureau of Licensing, Taxation, and Central Support. This position is responsible for administrative and legal assignments. Work includes researching law; investigating and categorizing factual information; drafting legal documents such as deeds, proof of claims and lien revivals; and searching court and public records. Performs legal research involving case finding, shepherding, and summarization. Prepares and keeps a docket for each lien revival, tracks litigation status docket in order to continually update each litigation case, including case summarization. Applicants should possess good research skills and a broad knowledge of court and collection procedures. Work is performed under the general supervision of the Tax and Enforcement Administrator.

Applicants should possess a Paralegal degree or certificate from an accredited college, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

We offer a competitive salary package (\$37,485.95 which increases to \$44,101.12 after six months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (electronic submission preferred)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE

Paralegal - Department of Administration - Bureau of Licensing, Taxation and Central Support

DEFINITION

This position is responsible for both administrative duties and legal assignments. Employee must have ability to understand the theory and concept of the law. Work is performed under the general supervision of the Tax and Enforcement Administrator.

EQUIPMENT/JOB LOCATION

Work is performed in the Rev. Dr. Martin Luther King, Jr. City Government Center. Work involves use of a computer, telephone and adding machine in addition to other office equipment. Duties are typically performed on weekdays from 8:00 a.m. - 4:30 p.m. or 8:30 a.m. - 5:00 p.m. at the discretion of the Tax and Enforcement Administrator. Employee may be required to work evenings, weekends and holidays.

ESSENTIAL FUNCTIONS

Work involves but is not limited to the following: researches law pertinent to factual information. Investigates and categories factual information, drafts legal documents pertinent to situation for review by the Tax and Enforcement Administrator, prepares documents such as deeds, proof of claims, lien revivals, searches court and public records. Does legal research involving case finding, shepherding, and summarization. Prepares and keeps a lien docket for revival of City liens and prepares and keeps a litigation status docket for continual update of each litigation case, including case summarization. Researches major legal questions under the supervision of the Tax and Enforcement Administrator. Prepares routine correspondence as directed and interviews clients. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS

Updates and researches the Codified Ordinances of the City. Prepares and handles exhibits for court. Performs reasonable related duties in equal or lower classification as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 provision of the Basic Labor Agreement.

REQUIRED KNOWLEDGE AND ABILITIES

- Comprehensive knowledge of the law.
- Good research skills and thorough knowledge of court procedures.

JOB TITLE

Paralegal - Department of Administration - Bureau of Licensing, Taxation and Central Support

REQUIRED KNOWLEDGE AND ABILITIES (CONT.)

- Ability to plan and organize workflow in an efficient manner while assisting the Tax and Enforcement Administrator in a variety of tasks.
- Must maintain the highest standard of ethical conduct.
- Ability to understand and follow instructions.

QUALIFICATIONS

Graduate from accredited college in a Paralegal Degree Program and/or Paralegal Certificate Program; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.