

Job Title: Senior Paralegal
Location: Lafayette, LA
Department: City-Parish Attorney, assigned to Chief Administrative Office
Salary Range: Maximum Hourly Salary \$26.929 (DOE)
Position Type: Full Time
FLSA: Exempt
Position Open Until Filled

General Statement of Work

Responsible for providing legal assistance to the administration and city-parish assigned attorneys handling complex legal tasks under the direct supervision of the City-Parish Attorney or his designated Assistant City-Parish Attorney.

Key responsibilities include

- Applies knowledge of law and legal procedures in drafting and reviewing of documents, researching statutory and case law, assisting in litigation matters and special projects.
- Coordinates and provides responses to the Louisiana Public Records Law and develops training materials and responds to public information inquiries.
- Drafting and reviewing legal documents: This includes ordinances, resolutions, contracts, and other documents for review by the administration and city-parish assigned attorneys.
- Researching statutory and case law: Utilizing computer-based and traditional library resources to provide analysis to the administration and city-parish assigned attorneys.
- Assisting in litigation matters: Supporting all stages of litigation and administrative hearings, including drafting pleadings, discovery, motions, deposition, and trial/hearing preparation.
- Managing non-litigation collection matters: Overseeing and reviewing legal secretary's preparation and review of real estate documents for accuracy and completeness prior to forwarding to attorney.
- The Senior Paralegal plays a critical role in the legal support system, allowing the administration and city-parish assigned attorneys to focus on core legal strategy while ensuring the delivery of legal services to clients.
- Assisting in the drafting, reviews, analysis and/or revision of ordinances, resolutions, contracts, and other documents including but not limited to: deeds, easements and other related real estate documents for review by attorney.
- Researches statutory and case law using computer-based and traditional library resources; provides analysis to attorney on findings.

- Provides support to assigned attorney in all stages of litigation and administrative hearings including drafting pleadings, discovery, motions, deposition, and trial/hearing preparation.
- Responds to internal and external calls for information on statutes, ordinances, and other city-related matters as authorized by supervising attorney.
- Assists in all phases of property acquisition and sale process; provides oversight and reviews legal secretary's preparation and review of real estate documents for accuracy and completeness prior to forwarding to attorney.
- Assists with responding to open records requests by drafting responses, calculating charges, determining applicable exceptions to disclosure with supporting authority.
- Responsible for supervision and coordination of all non-litigation collection matters for all property, health, and risk subrogation claims and related matters with other departments; serves as the point of contact with departments and Risk on collection matters; assists supervising attorney if litigation is required.
- Acts as repository for all bankruptcy documents received by the city-parish; reviews and obtains claims information from departments regarding claims; drafts and files proof of claims and other pleadings; coordinates payroll withholding orders with the Finance department; maintains bankruptcy and payment logs; disburses received payments to appropriate departments.
- Participates in training new notaries in their responsibilities regarding legal requirements and updates in notary law.
- May assist in the completion of legal secretary duties as needed; answers and directs phone calls; greets and assists visitors; assists with processing open records requests and other documents.
- Regular and consistent attendance for the assigned work schedule is essential.
- Performs other duties as assigned.

Minimum Qualifications of the Position

Knowledge of the federal, state and local rules of civil procedure; Lafayette Consolidated Government Home Rule Charter and ordinances; Louisiana Tort Claims Act; Louisiana Public Records Law and Open Meetings Law; methods of legal research; legal data, information, and research resources; legal terminology and format; policies, procedures and practices of the City-Parish Attorney's office regarding: litigation file maintenance; public records requests; contract, ordinance, and resolution development; collection practices.

Skill in

Position requires excellent organizational skills; communicating effectively both verbally and in writing; analyzing, interpreting, and explaining legal concepts and municipal policies; operating a computer keyboard to prepare, draft, review, and finalize documents.

Education

Bachelor's Degree with course work in Political Science, Law, or a related field required.

Experience

Four (4) years of experience as a paralegal, at least two (2) years must be direct experience in an attorney's office with demonstrated performance in the knowledge of the functions of the office in document preparation, agenda processes, collection and litigation matters, and application of those skills, and drafting regulatory documents with minimal supervision.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certifications

Current Paralegal certification required.

Essential Job Functions and Duties

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Type of Work Environment

Work for this position is a full-time (40 hours per week) position. The vast majority of job functions will be carried out inside an office setting.

How to Apply

Qualified candidates are invited to submit their resume, a cover letter, and professional references to applicant@LafayetteLA.gov include "Senior Paralegal" in the job interest subject line.