



Announcement No. 24-031

October 9, 2024

PARALEGAL TO THE CITY ATTORNEY CITY ATTORNEY

Under the direct supervision of the City Attorney performs a variety of paralegal and administrative assistant duties; drafts legal documents, contracts, ordinances, correspondence, proofreads, and reviews legal materials to ensure conformance to standard legal and office style and accuracy, including accuracy of citations and code references; identifies applicable procedural rules and statutes; performs work related to a variety of legal matters including litigation in Michigan courts and Michigan Tax Tribunal; serves as contact person in answering inquiries and complaints, legal research for memoranda and briefs using Westlaw, and provide information related to the Office of the City Attorney.

In addition to general clerical duties, must be able to assist in tracking budgets, provide case management, manage deadlines, schedule hearings and meetings, organize file materials and legal documents, coordinate the delivery of information to opposing counsel, and ensure that cases follow court rules for the jurisdiction where the case is filed. As part of the case management responsibilities, the paralegal also interacts with law firm administrative employees as well as courthouse personnel.

The expected hiring range is \$55,025.61- \$61,007.87 DOE (the full salary range is \$55,025.61–\$72,458.21). Competitive benefits package including the following: Defined benefit pension & deferred 457 retirement program (City offers 4% guaranteed with up to 6% matching of employee's gross pay). 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan, life insurance, dental & vision insurance.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Education, Training and Experience:

- ✓ Formal Paralegal training or an Associate's degree in a related field.
- ✓ Experience requirements include three or more years of progressively more responsible experience in a law office setting.
- ✓ Proven working experience as a litigation paralegal.
- ✓ Prior experience with legal correspondence and court filing.

Knowledge of:

- ✓ Knowledge of Freedom of Information Act regulations, compliance guidelines, and other statutes governing the operation of municipal government.
- ✓ Knowledge of the principles, methods and techniques of law office management.
- ✓ Proficient in principles, methods and techniques of legal research.

Licensing and Other Requirements:

- ✓ Must reside in and maintain principal domicile within 30 miles from the nearest city limit within twelve months of hire.

TO BE CONSIDERED, CANDIDATES MUST SUBMIT A COMPLETED APPLICATION to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traversecitymi.gov. Application can be found at traversecitymi.gov/jobs/

Traverse City is an Equal Opportunity Employer