



Job Description

Position: Paralegal/Office Manager
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Town Counsel
Description Updated On: October 21, 2021

Summary/Objective

The Paralegal/Office Manager provides two distinct areas of support to the Town Legal Department. As Office Manager the position provides a wide range of administrative duties. As Paralegal, the position provides litigation and law office support to Town Counsel. The employee is required to perform all similar or related duties.

Essential Functions

- Performs a range of administrative and clerical services, including but not limited to, greeting and directing visitors, answering routine inquiries, compiling and proof-reading legal correspondence, maintaining legal calendar and docket, preparing Town Meeting warrants and motions for Town Meeting articles.
- Undertakes legal-related, tasks and functions on behalf of Town Counsel including appearing in District Court on motions, hearings to recover fees, charges, taxes etc., or appearing before State and local Administrative agencies, conducting Registry of Deeds title examinations, and other forms of legal research as required.
- Provides administrative support to the Zoning Board of Appeals including, but not limited to, the drafting and mailing of notices, scheduling of hearings, disseminating information, preparing first decision drafts and preparation of certificates.
- Provides the day-to-day administration of the Town's self-insurance program including but not limited to the conducting of claims review and preparing investigative and settlement documents.
- Establishes and maintains records and related department filings; performs bookkeeping for the department's payroll and budgetary expense accounts.
- Provides legal notices to newspapers; proofreads tear sheets to ensure accuracy and legal compliance.

Required Qualifications, Education, and Experience

Must have a Paralegal Certificate or an equivalent Associate's degree; minimum of three (3) years of advanced secretarial experience, preferably in the legal field dealing with the public, or an equivalent combination of education and experience.

Preferred Qualifications, Education, and Experience

Fluency in Portuguese and/or Spanish is beneficial preferred.

Knowledge, Skills, and Abilities

- Develops a thorough knowledge of Town Bylaws, State and Federal laws relating to municipal government and policies or Bylaws of the Town of Milford; working knowledge of office procedures and practices, as well as legal terms and phraseology, and the effective utilization of office equipment. Working knowledge of department office procedures and Town government functions; knowledge of technology including but not limited to office software (word processing and applications) and use of the Internet and email systems in support of department operations. Knowledge of business English, spelling, vocabulary, and arithmetic. Knowledge of the provisions of the State Open Meeting Law, Public Records Law, and Procurement Law.
- Proficient customer service and organization skills; written and oral communication skills, and good judgment; data processing including database management and office software (spread sheet and word processing applications).
- Planning and prioritizing work and performing multiple tasks in a timely and accurate manner; dealing tactfully with disgruntled members of the public; organizing department records; working with and maintaining highly sensitive, confidential information;; updating, and maintaining detailed records, working independently and paying close attention to detail; establishing and maintaining effective working relationships with co-workers and employees; and following directions and retaining information in a detailed, accurate manner.

Physical and Mental Job Requirements

- Minimal physical effort is generally required in performing duties under typical office conditions. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Emotional/behavioral self- regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in an office environment subject to frequent interruptions and may be required to work additional hours to meet deadlines or under extraordinary circumstances.

Hours of Work

- This role is paid on a salaried basis.

- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position; this may mean hours beyond 35 per week are required.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____