



Job Title: Principal Clerk/Paralegal

Department: Solicitors Office

Hours: Monday – Thursday, 8:15am – 5:00pm, Friday, 8:15am – 12:15pm

Salary: Commensurate with experience, this is a non-union position

DEFINITION:

The purpose of this position is to provide clerical and administrative support for the Solicitor's Office, with a focus on the delivery of exceptional services to the community and city departments. The position requires a motivated, organized individual, who can manage their workload, and who possesses strong computer skills. The principal clerk reports directly to the City Solicitor.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Reception: greet visitors; answer phone and take messages; retrieve voice-mail messages
- Process daily incoming and outgoing mail – including interdepartmental mail
- Maintain and organize office files, including computer/server files
- Maintain office publications and online legal services
- Manage accounts payable; input requisitions and process purchase orders
- Provide claim forms and respond to M.G.L. ch. 84 and ch. 258 citizen claims; monitor and track citizen claims
- Process settlements for all legal claims and suits
- Produce signature pages for city-procured contracts; monitor and track signature pages; gather bond and insurance documents for contracts; maintain contract files
- Assist with the day-to-day operations of the Solicitor's Office, including support for the City Solicitor and Assistant City Solicitor
- Prepare legal documents including discovery, administrative, pre-trial/trial documents, pleadings, motions, correspondence and memoranda
- Prepare legal documents; such as Answers to Complaints, Request for Production of Documents, Interrogatories, Contract signature pages, Contracts, Notice of Appearance
- Maintain the Solicitor's Office web page
- Act as a liaison with other departments and the public
- Assist with researching specific questions of law for precedence, related case law, and/or citations, and summarize the results in memoranda or reports if needed

- Assist with litigation, including but not limited to drafting legal documents, drafting letters to the court or opposing counsel, and any assistance as required by the Assistant City Solicitor
- Maintain litigation files
- Draft contracts, amendments, change orders, extensions and lease agreements,
- Draft agreements, extensions to agreements, contract amendments and contract change orders; gather performance bonds and insurance certificates
- Maintain a master calendar of critical dates, including court appearances, court filings, pre-trial dates, and discovery response dates
- Act as a liaison with opposing counsel and witnesses
- Schedule witness meetings and/or interview witnesses
- Perform other related duties as required

SUPERVISION RECEIVED:

The incumbent works as instructed and supervised by the City Solicitor. The incumbent is expected to be able to resolve conflicts that may arise and coordinate with others as necessary.

QUALIFICATIONS:

- Revere residency required. Waiver required for non-Revere residents
- Three to five (3-5) years of related experience
- Paralegal certificate or Associates/Bachelor degree in legal studies or related discipline preferred

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Working knowledge of Massachusetts General Law, case law and Revere City ordinances

Abilities:

- Ability to deal effectively, tactfully, firmly, and appropriately with the general public
- Ability to communicate effectively both verbally and in writing
- Ability to process and maintain accurate records
- Ability to work effectively and multi-task in a fast paced environment

Skills:

- Skilled in using automated systems and the Microsoft Office suite of products
- Computer operation, automated data processing and software skills
- Creative thinking, listening and problem solving skills

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the general public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work frequently involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should submit a resume, cover letter and salary requirements to jobs@revere.org by 5:00 PM Friday, April 19, 2019.