

The City of Bloomington is seeking a Paralegal for the Legal department. This position provides confidential and complex administrative/legal support to four attorneys.

Examples of duties:

- Assists with preparation and operation of the City's Administrative Court, including the preparation of administrative court cases.
- Maintains files, prepares exhibits, proofreads documents and ensures all relevant information is considered in case preparation.
- Researches and identifies appropriate laws, judicial decisions, legal articles and other materials relevant to assigned cases. Prepares written reports, draft pleadings and motions to be filed. Obtains affidavits and collect evidence for hearings.
- Assists attorneys during trials and with union negotiations and grievances.
- Works on general research projects as assigned by the attorneys, assists with collection and tax cases and provides general office support.
- Reviews and redacts FOIA responses and requests, stays updated on FOIA laws and opinions and assists both the attorneys and other City staff with FOIA responses and matters.

Education/Experience:

- Required - Associate's Degree in paralegal studies and certification as a legal assistant or paralegal. Equivalent combination of education and experience may be accepted.
- Preferred - Previous experience in a law office.

Job Type: Full-time

Pay: \$20.61 - \$24.25 per hour

Closes 10-21-2021