

Paralegal Specialist - (200006UH)

Official Title: Paralegal Specialist

Functional Title: Paralegal Specialist

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Legal Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Oct 15, 2020, 3:49:57 PM

Number of Openings: 1

Salary: \$53,055.60 - \$75,629.06 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Paralegal Specialist provides legal and administrative support to Department of Housing and Community Development's (DHCD's) Office of the Chief Counsel drafting and reviewing legal documents related to the Local Initiative Program (LIP), HOME Investment Partnership Program (HOME) and other housing development programs. In addition to providing program support, the incumbent provides legal and administrative services and support to the Division of Hearings, the Chair of the Housing Appeals Committee (Committee), and the Committee itself. As needed, supports the Division of Hearings, Housing Appeals Committee, and Office of Chief Counsel with various miscellaneous tasks, such as scheduling, maintenance of dockets and files, preparation of Record on Appeal for both the Emergency Assistance program and the Housing Appeals Committee, and assists with public records requests - logging requests, following up with DHCD staff, and gathering responsive documents.

Candidate is detail oriented and has excellent organizational skills. The incumbent is able to communicate effectively, prioritize their work and meet deadlines. Candidate has demonstrated experience working both independently and as part of a team. The incumbent has strong word processing and database management skills, including, at a minimum intermediate proficiency using Microsoft Word, Access, Excel and Outlook programs. The ideal candidate has a Paralegal Certificate.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Drafts and reviews legal documents related to the Local Initiative Program (LIP), HOME Investment Partnership Program (HOME) and other housing development programs.
2. Assists in the resale and refinance process for the LIP program.
3. Assists in tasks related to compliance issues and protection of units subject to foreclosure and auction actions, including drafting interrogatory responses and settlement agreements, title research, file review and issue summaries.
4. Works with LIP purchaser's and seller's loan closing attorneys on the resale process.
5. Drafts and reviews a variety of other legal and administrative documents relative to land use law and programs administered by DHCD including but not limited to housing development.
6. Reviews notices and other documents related to the M.G.L. c.40T program and works with counsel for owners to obtain complete and accurate information.

7. Performs legal research in support of the Housing Appeals Committee.
8. As necessary, assists program staff with various miscellaneous tasks, such as scheduling, maintenance of dockets and files, preparation of Record on Appeal for both the Emergency Assistance program and the Housing Appeals Committee.
9. Assists with public records requests - logging requests, following up with DHCD staff, gathering responsive documents.
10. Performs other duties as required for the Housing Appeals Committee, the Hearings Division and Office of Chief Counsel.

PREFERRED QUALIFICATIONS:

1. Paralegal Certificate preferred.
2. Possesses and utilizes strong word processing and database management skills, including, at a minimum of intermediate level of proficiency using, Microsoft Word, Access, Excel and Outlook programs.
3. Demonstrated strong oral and written communication skills, including skills required to communicate with both lawyers and the public.
4. Organizes tasks and works independently.
5. Demonstrates familiarity with judicial ethics; exercises good judgment and personal integrity.
6. Demonstrates and utilizes knowledge of docketing procedures and other administrative procedures, laws and regulations relating to adjudicatory hearings and deliberations.
7. Demonstrates and utilizes knowledge of land use law and programs administered by DHCD including but not limited to housing development.
8. Is detail-oriented and able to effectively implement changes in schedule or routine.

MISSION STATEMENT:

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS:

Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days (by 10/29/20).

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) two years of full-time, or equivalent part-time, paraprofessional experience in legal research or legal assistant work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's or higher degree with a major in paralegal studies may be substituted for the required experience.

II. Completion of one year of study at a recognized, degree-granting law school may be substituted for the required experience.

SPECIAL REQUIREMENTS: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License may be required.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 617-573-1254

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200006UH>