

CITY OF MARLBOROUGH

Marlborough, MA 01752

LEGAL DEPARTMENT PARALEGAL

Posting Number:	AA#22-40	Date Posted:	September 6, 2022
Weekly Hours:	40 Hours/Week	FLSA:	Exempt
Hiring Rate:	\$25.35/hr.	Bargaining Unit:	Non-Union
Step Rate:	\$25.35-28.55/hr.	Location:	City Hall

The City of Marlborough's Legal Department is seeking qualified applicants for the position of full-time Paralegal who will provide legal support, and perform clerical and administrative functions, for the Legal Department.

Responsibilities include:

- Coordinating and preparing responses to public records requests.
- Processing claims and settlements for all legal claims and suits.
- Prepare a variety of legal documents including correspondence, ordinances, agreements, and pre-trial/trial filings.
- Act as a liaison with other departments and their department heads and the public.
- Assist with researching specific questions of law for precedent, related case law, and/or citations.
- Prepare and file proofs of claim in taxpayer bankruptcy cases
- Maintain office files in paper and electronic form.
- Maintain a master calendar of critical dates, including court appearances, court filings, pre-trial dates, and discovery response dates.
- Serve as initial office point of contact to the public; answer phone and take messages.
- Manage department mail, accounts, purchases, budgeting, and related functions associated with office administration.
- Performs other related work as required.
- Performs other duties as requested by the City Solicitor and Assistant City Solicitor.

Bachelor's degree or equivalent experience required. Preferred: Paralegal Certificate or two (2) years of relevant experience, or an equivalent combination of education, training and/or experience preferred.

To see the full job posting and description: [Legal Department – Paralegal](#)

Please forward cover letter and resume to:

hrjobs@marlborough-ma.gov

Position will remain open until filled.