



CITY OF ELKHART HUMAN RESOURCES DEPARTMENT

INTERNAL JOB POSTING

(This notice must be posted at or near your time clocks)

**** This position is not limited to internal applicants only. ****
Please encourage external applicants to visit the City of Elkhart website for instructions on how to apply.

Posting No.: LGL 24-01

Department: Legal

Division: Administrative

Position: Paralegal

Rate of Pay: \$47,800-\$56,200

Initial Posting Date: 01/05/2024

Time: 5:00pm

End Posting Date: 01/12/2024

Time: 5:00pm

N/A

Internal job posting will remain posted for 7 days.

Job Description and Application for Job Posting attached.

City Employees please return the “Application for Job Posting” form to Lidia Amaya (Lidia.Amaya@coei.org) in Human Resources before the job closing date.

CITY OF ELKHART – JOB DESCRIPTION

DEPARTMENT	Legal	POSITION	Paralegal
DIVISION	Administrative	STATUS	Full-time
CATEGORY	Salaried	FLSA	Non-Exempt
REPORTS TO	Corporation Counsel	DATE	2024
JOB SUMMARY	<ul style="list-style-type: none">• The person in this position performs various tasks assigned by the Corporation Counsel. These tasks include, but are not limited to following: case and project management in the case and document management system of the Department of Law; drafting legal documents; informing attorney’s about upcoming legal deadlines; processing and filing ordinance violation cases and other legal actions through the Elkhart City and County Court systems; managing and processing tort claims notices, and public record requests of the City; maintaining records of purchases made by the Office; and performing research and conducting research for the attorneys of the city.		
MINIMUM EDUCATION, EXPERIENCE, AND SKILLSETS REQUIRED	<ul style="list-style-type: none">○ Paralegal certificate required or five (5) years of professional experience as a paralegal in one or more a law offices and meets the qualifications for registration as a paralegal by the Indiana State Bar Association.○ Ability to perform all duties and responsibility of the paralegal position and demonstrating excellent organizational, decision-making, and time management skills.○ Effective interpersonal skills, including an ability to communicate, empathize, and interact with individuals with diverse backgrounds and education.○ Ability to establish and maintain effective working relationships with persons with diverse backgrounds and education.○ Substantial knowledge of the Microsoft Office suite of software and ability to self-teach and/or learn computer-assisted programs used or adopted by the Department of Law.○ A valid driver's license.		
PHYSICAL, MENTAL, VISUAL AND AUDITORY SKILLS	<ul style="list-style-type: none">• Ability to sit for long periods of time and work at a computer without interruption;• Ability to climb stairs, balance, stoop, kneel, reach and lift 25 pounds;• Ability to remain focused on tasks in a fast-paced office environment;		

	<ul style="list-style-type: none"> • Possess near to mid-range vision with a visual acuity of 20/20 (with or without correction); • Ability to hear and understand audible words and sounds (with or without amplification);
PERSONALITY TRAITS	<ul style="list-style-type: none"> • Common sense and good judgment; • Assertiveness; • Courteous; • Diplomacy; • Patience; • Perseverance; • Self-Motivation; • Confidence; and • Strong sense of ethics
WORKING CONDITIONS	<ul style="list-style-type: none"> • This small, fast-paced office requires much interaction with the attorneys and other employees of the City. The person in this position must have exceptional interpersonal skills and have the ability to effectively handle difficult people, both in person and by telephone. Work is performed in a standard office environment 40 hours per week Monday through Friday. The work day starts at 8:00 a.m. and ends at 5:00 p.m. with a one hour lunch break.
POST OFFER TESTING	<ul style="list-style-type: none"> • The City of Elkhart is a drug-free workplace. The incumbent or prospective candidate, therefore, must successfully pass a post-offer drug screen and remain drug-free through his or her employment with the City of Elkhart. Such person is subject to a random drug screening at any time during his or her employment pursuant to City policy. • Background checks producing acceptable BMV results and criminal history reports required.
POLICY STATEMENT	<ul style="list-style-type: none"> • The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, visual, and auditory skills described in this job description to perform the principal duties, responsibilities and essential job functions. • This job description is intended to describe the general nature and level of work being performed by the incumbent or prospective candidate. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. • This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. An employee holding this position will be required to perform any other job-related duties as requested by the Corporation Counsel,

	All requirements are subject to possible modification to reasonably accommodate an individual with a disability.
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APPLICATION FOR JOB POSTING

(Current City Employees Only)

Job Posting Number: LGL 24-01

Position: Paralegal

Print Name: _____

SSN (last 4 digits only) or Employee #: _____

Current Department: _____ Current Rate: \$ _____

Which Bargaining Unit Are You in? ☐ AFSCME ☐ Teamsters ☐ None
☐ IAFF ☐ FOP ☐ INFOP

Telephone Number: _____ Email: _____

Address: _____

Please write your qualifications below, and/or attach your resume:

You must have a valid driver's license and/or be able to obtain a CDL, if required.

Bid rights are extended to full-time employees with consideration for positions covered by collective bargaining, per the contract guidelines.

Part-time and temporary employees are welcome to complete an Application for Job Posting in order to indicate their interest in an open position. However, that application will be given the same consideration as any other applicant from outside the full-time workforce.

DETACH & RETURN THIS ORIGINAL TO Lidia Amaya
(Lidia.Amaya@coei.org) in HUMAN RESOURCES

Signature: _____ **Date:** _____
Employee

Received by: _____ **Date:** _____
Human Resources

**IMMEDIATE SUPERVISOR SIGNATURE IS NOT REQUIRED FOR AN
APPLICATION FOR JOB POSTING TO BE CONSIDERED.**