



# CITY OF FALLS CHURCH

## RECRUITMENT ANNOUNCEMENT

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### Paralegal

The City of Falls Church is recruiting for a full-time, Paralegal to assist in all aspects of the City Attorney's office functions.

The successful candidate for the job will be highly organized, able to work independently, detail oriented, adaptable, and possess knowledge of legal office practices and procedures. The Paralegal will work closely with the City Attorney to perform administrative functions, and to manage the office and its budget and other aspects, be a liaison to citizens and to other City offices. Additionally, the ideal candidate will possess the ability to develop and maintain effective working relationships with upper management, stakeholders and the public. This is a great opportunity to work closely with the City Attorney to manage a wide variety of aspects of a busy office.

The position may be filled at the Senior Paralegal level if a candidate has significant relevant experience beyond the minimum and preferred qualifications, and has demonstrated experience in office management in a legal office.

#### Responsibilities:

- Serve as office manager, legal secretary and receptionist;
- Manage, direct and supervise the daily operations of the City Attorney's office, including a wide range of administrative, management and services relating to personnel, budgetary/fiscal planning, program and records management;
- Prepare payroll and track office expenditures;
- Develop and maintain organizational and filing systems for the office;
- Draft letters and basic documents;
- Assist with factual and legal research as needed to assist the City Attorney;
- Assist in updating City Code and other legal publication;
- Maintain calendar and schedule meetings for the City Attorney;
- Acts as liaison between office and public including directing citizens to proper staff members
- Maintain all files for the office, including confidential files; and  
Perform related tasks as required.

## **Minimum Qualifications:**

- Associate's Degree or specialized courses or training or experience equivalent to satisfactory completion of two years of college in legal studies, office technology or related field, or equivalent training and work experience;
- At least two years of paralegal, secretarial or closely related experience;
- Experience in the use of Microsoft Office Suites – MS Word, Excel and Outlook.
  
- Demonstrated ability to establish and maintain effective working relationships and to organize and perform work independently and to provide paralegal and administrative support to City Attorney's office;
- Demonstrated ability to present ideas effectively, both orally and in writing, and to establish and maintain effective working relationships with city officials and associates; and
- Demonstrated ability to adhere to deadlines and details.

## **Preferred Qualifications:**

- Experience in local government
- Court or litigation experience a plus
- Experience with real estate matters.

**Hours:** Monday through Friday from 8:30 a.m. to 5:00 p.m., 40 hours per week.

**Salary & Benefits:** \$50,082-\$82,686. Starting salary is depending on qualifications and experience. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more. See [www.fallschurchva.gov](http://www.fallschurchva.gov) for additional information.

**To Apply:** Send City application or resume to City of Falls Church, HR Div, 300 Park Ave, Falls Church, VA 22046 or [hr@fallschurchva.gov](mailto:hr@fallschurchva.gov). Resumes received by Friday, October 6, 2017, will receive priority consideration.

**Reasonable Accommodation:** During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free

9/17

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Harry E. Wells Building • 300 Park Avenue • Falls Church, Virginia 22046 • 703-248-5001 •

[www.fallschurchva.gov](http://www.fallschurchva.gov)