



CITY OF FRANKLIN, TENNESSEE
Invites applications for the position of:
PARALEGAL

EOE/Drug-free Workplace
The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d).

Apply on-line at: www.franklintn.gov

Deadline to apply: 6/30/2010

SALARY: \$18.95/hr, plus excellent benefits

THE POSITION:

Under general supervision, provides a variety of legal support services to the Office of the City Attorney, including but not limited to: conducting legal research; collecting and analyzing information; preparing legal documents, contracts and pleadings; drafting ordinances and resolutions; preparing correspondence, reports and memoranda; assisting with preparation of budget; organizing and maintaining legal files; tracks legislation and case law updates and disseminates to relevant departments; scheduling meetings; and addressing citizen inquiries. Reports to the City Attorney.

TYPICAL DUTIES:

- conducts legal research and prepares memoranda describing results of legal research, recommendations and/or solutions to legal issues;
- interviews employees/citizens to gather information related to particular legal issues, projects, damage claims, litigation or similar matters;
- prepares initial drafts of legal pleadings and documents such as notices of appearance, answers to summons and complaints, depositions, affidavits, interrogatories, requests for production, subpoenas, and judgments;
- prepares initial drafts of ordinances, resolutions, legislation, leases, agreements, contracts, easements, legal descriptions, and similar documents;
- takes dictation and creates reports, charts and other materials that may be technical or may include confidential information;
- prepares correspondence, graphic aids, tables, slides and other audio/visual devices;
- assembles finished documents in accordance with court rules; arranges for recording, filing and service of legal documents;
- organizes and maintains litigation, investigation, research, project, and personnel files;
- assists with the preparation of budget for the City Attorney's Office;
- attends various City meetings, and makes presentations as needed;
- tracks legislation and case law updates and disseminates to relevant departments;
- assists City Attorney.

EDUCATION and EXPERIENCE:

Certification from an accredited paralegal course **OR** BS degree (law-related field preferred) **OR** Law school experience (more than 4 semesters preferred with courses in research and writing) Two years' experience as a paralegal or legal assistant required; Previous experience in a municipal law office preferred. Valid TN Drivers License required.

HOW TO APPLY:

Apply by 06/30/2010. Must complete employment application. Obtain application online at www.franklintn.gov or from HR Dept, City of Franklin, PO Box 305, 109 3rd Ave S, Franklin, TN 37065, tel. 615/791-3216, fax 615/791-3297, e-mail tracyh@franklintn.gov.