1) Position Title: Paralegal
2) Job Type: Full-Time
3) Salary: Commensurate with qualifications and experience
4) Education/Experience: Associate’s Degree OR two (2) years of completed college course work from an accredited college or university in Paralegal Studies or related field. Two (2) years experience in general civil litigation and/or business litigation; strong background in transactional areas of the law; paralegal support in litigation preparation, and preparation of contracts. PREFERRED EXPERIENCE: Bachelor’s Degree from an accredited college or university in Paralegal Studies or related field. One (1) year experience in general civil or business litigation.
5) Major Duties and Responsibilities: Research and analyze legal resources including, but not limited to: statues, recorded judicial decisions and legal articles, to obtain and verify current status of laws and regulations. Maintain and monitor legal cases and documents including, but not limited to: briefs, pleadings, contracts, memorandum of law, automated client database, status reports and files with appropriate legal tribunal. Review the eviction claims prior to submission to the contracted firm. Provide litigation and transactional support. Evaluate and prepare for payment monthly invoices received from the contracted attorney. Collect rent payments and process funds with authority.

Applicants can obtain a complete position description and application from our website at www.habd.org or 1826 3rd Avenue South. A complete application may be submitted to careers@habd.net. Applicants may also fax a complete application to (205)521-7753. Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position Open Until Filled. No Phone Calls Please

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
Position Summary

This position is responsible for work that involves comprehensive and thorough research of the law, identification of legal issues, and composition of legal briefs, memorandum of law, correspondence and other written documents often involving relatively complex issues and questions. The position also involves investigating and compiling facts and preparing and managing documents to assist in preparing and presenting cases. This is a highly responsible position requiring strong knowledge base and highly competent paralegal ability and skills wherein the incumbent may be responsible for non-lawyer oral and written advocacy, as permitted by law, under the legal direction of contract attorney support. The work involves responsibility for large case volumes, varied law office responsibilities and the requirement for expeditious, accurate productivity, with prompt and timely turnaround of assignments. The incumbent must scrupulously avoid the unauthorized practice of law. This position is under the direction, supervision, and review of the Director of Special Projects.

Major Duties and Responsibilities

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties as assigned. The position description complies with the Americans with Disabilities Act.

1. Research and analyze legal resources including, but not limited to: statutes, recorded judicial decisions and legal articles, to obtain and verify current status of laws and regulations.
2. Maintain and monitor legal cases and documents including, but not limited to: briefs, pleadings, contracts, memorandum of law, automated client database, status reports and files with appropriate legal tribunal.
3. Maintain up-to-date law library including, but not limited to, keeping and monitoring legal volumes and other research resources.
4. Review the eviction claims prior to submission to the contracted firm.
5. Provide litigation and transactional support including, but not limited to: document management, subpoena delivery to witnesses and parties, trial exhibit preparation, notebooks, demonstrative evidence, etc.
6. Provide non-lawyer advocacy as assigned including, but not limited to, resolution of eviction matters, etc.
7. Perform all work in compliance with the Alabama Rules of Professional Conduct including, but not limited to, preserving the confidence of the client and other professional responsibilities.
8. Evaluate and prepare for payment monthly invoices received from the contracted attorney.
9. Collect rent payments and process funds with authority.
10. Communicate with the contract attorney firm for necessary paperwork, updates and status of pending claims.
11. Handle incoming and outgoing mail.
12. Manage and maintain a tickler system for all case files including, but not limited to: pulling files as required, notifying appropriate staff, scheduling appointments, court hearings and appearances as appropriate, etc.
13. Analyze and compile a variety of data and reports for accuracy, completeness and conformance to established standards and procedures including, but not limited to: progress of contract preparation, eviction actions, bankruptcy notices, garnishments, and other legal responsibilities.
14. Prepare monthly reports on funds collected and cases handled.
15. Perform any other related and appropriate duties and support as required.

**Required Knowledge and Abilities**

1. Ability to compile, analyze and evaluate legal research.
2. Ability to compose legal reports, routine reports, briefs, documents and correspondence.
3. Ability to prepare heavy volumes of files on contracts, appraisals, reports, budgets, real estate documents, HUD regulations and other forms and correspondence pertinent to a civil litigation and corporate legal environment.
4. Ability to effectively communicate both orally and written as required for the civil litigation and transactional law environment.
5. Ability to establish effective working relationships with others to achieve the mission of the HABD, including, without limitation, effective relationships with residents who are customers of the HABD, other employees and the public.
6. Ability to write persuasively and accurately based on legal research and facts.
8. Knowledge of the principles, practices and techniques of legal research.
9. Skilled in the organization and management of large volumes of documents and case files.
10. Skilled in the use of computers and automated systems. Must be proficient in the use of a closed network, varied software, and other automated support systems.
11. Skilled in the use of current legal research techniques and procedures.
12. Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to speak effectively before groups of customers or employees of organization.
Supervision:
None.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: stand, sit, walk, use hands to finger, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to: climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for operation of a scanner, terminal keyboard, telephone, facsimile machine, office supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, scanner, etc.) around desk area.

Required Education, Training, and/or Experience

1. Associate’s Degree or two (2) years of completed college course work from an accredited college or university in Paralegal Studies or related field.

2. Two (2) years experience in general civil litigation and/or business litigation; strong background in transactional areas of the law; paralegal support in litigation preparation, and preparation of contracts.

Preferred Education, Training, and/or Experience

1. Bachelor’s Degree from an accredited college or university with major course work in Paralegal Studies or related field.

2. One (1) year experience in general civil litigation and/or business litigation; strong background in transactional areas of the law; paralegal support in litigation preparation, and preparation of contracts.

Special Requirements

1. Possession of a valid Alabama driver’s license and safe driving record for those required to drive or allowed to drive on behalf of HABD.