



Worcester Housing Authority

**630A Plantation Street
Worcester, MA 01605**

POSITION TITLE: Legal Assistant

DEPARTMENT: Legal

STATUS: Non-Exempt

SALARY: \$25 - \$28 per hour

POSITION SUMMARY:

This is an entry-level position. The Legal Assistant provides clerical and administrative support to the General Counsel, Deputy General Counsel and Paralegal within the Legal Department and Leased Housing Department. The position requires a high level of confidentiality and discretion.

ESSENTIAL FUNCTIONS:

1. Reports directly to the Paralegal, under the supervision of the General Counsel and Deputy General Counsel.
2. Manages daily administrative tasks including phone calls, correspondence, mailing, scanning, and filing, both electronic and paper documentation.
3. Assists the Deputy General Counsel with calculating income and legal matters regarding lease violations and proposed terminations of Section 8 participants.
4. Coordinates with Leased Housing Program Representatives in collecting documentation from Section 8 participants.
5. Handles requests for file reviews, including accessing and reviewing files, scheduling, preparing copies, and maintaining review log.
6. Manages the administrative functions of the reasonable accommodation request process, including mailing and filing letters, and updating the request log.
7. Manages the functions of the illegal trash disposal program, including maintaining the database, issuing notices, following up on cases, and communicating with WHA staff.
8. Prepares, issues, and maintains no trespass notices, including correspondence with WHA staff and WPD.
9. Maintains and submits invoices for payment from department vendors.
10. Assists with the administrative functions of court cases, including drafting documents, collecting information, preparing complaints, managing court lists, e-filing, and reconciling the court bank account.
11. Responds to third party requests for information, and processes electronic and paper document requests.
12. Assists with processing discrimination and tort claims, including working with outside counsel and insurance companies.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS DESIRED:

1. Two or four year college degree preferred.
2. Two years' experience working in a fast-paced office environment preferred.
3. Proficiency using Microsoft Office software, including Teams, Excel, Word, and Outlook, and using databases.
4. Excellent customer service and interpersonal communication skills.
5. Excellent attention to detail.
6. Ability to multi-task effectively, manage time, set priorities, and meet deadlines.
7. High level of integrity and ability to maintain confidential information.
8. Bilingual speakers (Spanish/English) strongly encouraged to apply.
9. Dependable; ability to be relied upon to be available for work.