



City of Greenwood – Deferral Coordinator/Paralegal

Job Title:	Deferral Coordinator/Paralegal	Job Category:	Exempt
Department/Group:	Legal	Job Code:	
Location:	City Center 300 South Madison Ave Greenwood, IN 46142	Travel Required:	Yes
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Corporation Counsel
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 So Madison Avenue Greenwood, IN 46142		
Job Purpose:	Provide assistance to Department attorneys on a wide range of legal matters and transactions, serve as City's Deferral Program coordinator, works closely with Assistant City Attorney on ordinance enforcement actions and collection actions for City utilities.		
Duties and Responsibilities: <ul style="list-style-type: none">• Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook• Prepare various types of form legal documentation including but not limited to; legal pleadings and exhibits related to ordinance violations, proof of claims for Bankruptcy filings, legal pleadings and exhibits related to sanitation collections as well as Code Enforcement legal actions, legal pleadings and maintaining a current status of condemnation/ eminent domain cases.• Prepare Deferral Agreements, as well as research eligibility to the program.• Maintain a summary of all Ordinance Violation Deferral Agreements that have been filed with the City Court.• Coordinate Police Department service of process.• Organize and track litigation files.• Obtain information as needed for defendants who may be eligible for wage garnishment.• Research sanitation and storm water accounts to identify those that require legal action.• Research and communicate between departments to terminate trash collection services when needed.• Prepare and file assessment liens for nuisance violations that have been abated by the City.• Calendar all court hearings, trials, filing deadlines, meetings and conferences.• Primary contact person for deferral telephone calls and eligibility requirements.• Assist attorneys with litigation of ordinance enforcement actions and collection actions.• Primary contact person for collection calls, payment plans and resolution of collection matters.• Assist attorneys in preparing for litigation.• Research bankruptcy cases to update files.• Serve as Board Secretary for the Board of Aviation Commissioners and assist with managing and drafting contracts, policies, and other legal documents for BOAC.• Notarize documents.• Serve as member and Recording Secretary for the Accident Review Committee and prepare the Meeting Minutes and Findings of Fact.			



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- Assist the City Attorney with Board of Zoning Appeals file preparation and preparing initial draft of Findings.
- Maintain current knowledge of municipal law and related subject areas by attending periodic training seminars.
- Strict adherence to confidentiality and highest ethical standards.
- Possession of valid driver's license and ability to travel to and from court.

Job Requirements:

- **Education:** High school diploma or GED required; additional college education, paralegal certification or equivalent experience required.
- **Experience:** Prior legal office experience preferred.
- **Skills and Abilities:** Strong written and oral communication skills; team player; ability to exercise independent judgment and work with minimal supervision; strong office and computer skills; knowledge of legal reference sources, terminology, and electronic resources; ability to adhere to strict deadlines and maintain accurate and complete records.
- **Physical:** Ability to work extended and/or evening hours. Ability to sit and operate a computer for long periods of time.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: _____