



Legal Assistant

The Town of Stratford is currently accepting applications for the position of Legal Assistant.

GENERAL DESCRIPTION:

This is a specialized clerical and para-legal work in managing the Town Attorney's office and preparing legal documents.

Work involves the responsibility for providing specialized support services to the Town Attorney and Assistant Town Attorneys. Work involves typing correspondence, preparing reports and record keeping in legal areas such as claims, lawsuits, contracts, briefs and pleadings. This position is also invested with operating an office, including financial administration and public contact for a staff of part-time attorneys. The work requires that the employee have good knowledge, skill and ability in the operations of a law office and court related systems.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Attorney.

EXAMPLES OF DUTIES:

Establishes files for all cases received by the Town Attorney and monitors them for necessary pleadings; distributes suits, etc. to individual attorneys.

Reviews minutes and agendas of the Town Boards and Commission meetings and indicates legal issues requiring the attention of the attorney.

Receives visitors to the Town Attorney's office, screens and makes referrals; makes appointments. Interacts with the public and other Town Departments, maintains Master List of all Town Attorney files, tracks assignment of files and lawsuits to individual attorneys, prepares vouchers for payment of invoices submitted to Town Attorneys Office, processes payments to contract attorneys

Initial contact for Town Attorneys Office when member of public files a claim against Town, obtains accident reports and other relevant information from Town Departments, notifies Town's Liability Carrier about new lawsuits, maintains excel spreadsheet of all claims filed against Town. Must register with Medicare as the Town's Account Manager and will be responsible to enter settlement information directly into the Medicare website when a Medicare-eligible plaintiff receives a personal injury settlement.

Workers Compensation - Enters First Reports of Injury directly into Town's third party administrator's website for Town and Board of Education employees.

Works with Blight Enforcement Officer, does title rundowns to determine first lienholder, prepares and files lien with Town Clerk, prepares payoff statement and release of lien

Monitors court calendar and advises attorneys of upcoming appearances, etc.

Prepares correspondence, contracts, leases, and related documents; types and distributes legal opinions.

Other Duties include: E-file pleadings with the Court, research Town Code and Ordinances, research Town Minutes, research General Statutes

Must obtain Notary Public certification within 60 days from date of hire

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Prior legal experience and familiarity with Court E-filing (prior Litigation experience helpful)
- Ability to maintain confidentiality due to attorney-client privilege in the handling of Town legal matters
- Ability to work independently with minimal direct supervision
- Attention to Detail
- Good communication skills
- Proficient in spelling and grammar
- Familiarity with title searching
- Familiarity with PC Law and Excel helpful

QUALIFICATIONS:

A two year degree in a legal secretarial or para-legal curriculum, and three years of progressively responsible legal secretarial or para-legal experience OR an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Applications can be found on the town's website at www.townofstratford.com/humanresources and should be submitted to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615. EOC

Posted 9/11/2020