



## NOTICE JOB POSTING

**TO:** Office of the City Attorney employees affiliated with the National Association of Government Employees (aka "NAGE"), Local RI-200

**FROM:** Civil Service Commission Office

**DATE:** Monday, April 29, 2023

**RE:** Senior Paralegal

The City of Bridgeport's Office of the City Attorney has three (3) openings for the position of Senior Paralegal.

This position will utilize a high level of job expertise to complete tasks under the supervision of case attorneys. Must be able to exercise independent judgement and decision making. Experience organizing and managing complex files and discovery is required. Ability to work in a cooperative and positive manner with all coworkers, clients, attorneys, and non-attorney staff and observe confidentiality in all matters relating to the City Attorney's Office. **A complete job description including the required qualifications is attached.**

The essential functions or duties described above is a general statement of functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

Current annual salary of \$76,903.00 (Step 1) - \$79,001.00 (Step 2) - \$81,099.00 (Step 3) - \$83,195.00 (Step 4 – Top). The wage rate of a selected employee if promoted shall be equal to at least a step increase in the employee's current position, not to exceed \$83,195.00 (reference NAGE RI-200 CBA Article 25.5). Note: Permanent employees promoted to a higher classification within the bargaining unit shall serve a promotional probationary period of six (6) months.

First opportunity to fill this position will be offered to qualified NAGE, Local RI-200 employees within the City Attorney's Office. If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, room #106 or [COB.JOBS@bridgeportct.gov](mailto:COB.JOBS@bridgeportct.gov). If submitting electronically, please include the following in the subject line: "*Senior Paralegal – Member Name – NAGE Bid.*"

**DEADLINE TO APPLY IS FRIDAY, May 3, 2024.** This notice is also available for review on our City's Career Website at [www.bridgeportct.gov/careers](http://www.bridgeportct.gov/careers).

## **JOB DESCRIPTION**

Job Title: Senior Paralegal  
Department: City Attorneys Office  
Reports To: City Attorney  
Union / Pay Grade: NAGE  
Prepared by: City Attorney  
Prepared Date: February 29, 2024

### **GENERAL STATEMENT OF DUTIES:**

The Senior Paralegal will utilize a high level of job expertise to complete paralegal tasks under the supervision of case attorneys. Must be able to exercise independent judgment and decision making. Experience organizing and managing complex files and discovery is required. Ability to work in a cooperative and positive manner with all coworkers, clients, attorneys and non attorney staff and observe confidentiality in all matters relating to the City Attorney's Office.

### **SUPERVISION RECEIVED:**

Acts under the supervision of the City Attorney

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reviews, organizes and summarizes case documents in order to assist in preparation of case for trial.
- Reviews records to determine what information is needed for cases.
- Draft routine notices, affidavits, memoranda, and correspondence.
- Prepare discovery.
- Order and summarize medical records.
- Reviews and analyzes matters for the purpose of preparing matter evaluations and status reports to clients. Communicate with clients, attorneys, staff and other outside personnel to obtain or provide information.
- Enter time into accounting and billing software as needed.
- Ability to handle pressure, interruptions, and multiple projects with frequently changing priorities in an efficient manner, rapid turnaround required, and generally perform in a fast paced environment.
- Proficient in all software; ability to adjust to multiple tasks from multiple individuals in the Firm.
- Follows ethical requirements as set forth by the Rules of Professional Conduct of the state.
- Populate contract forms, collect required documentation from the vendor, and process for execution and release.

## **KNOWLEDGE, SKILL AND ABILITIES**

- Minimum of 5 years' recent law firm litigation paralegal experience, with State court. Federal litigation experience a plus.
- Four-year Bachelor's degree and/or two-year ABA approved Paralegal certificate.
- Proficiency in Microsoft Office suite to include Word, PowerPoint, and Adobe Pro.
- Ability to consistently meet deadlines while managing multiple projects with competing priorities.
- Positive attitude and exceptional verbal, written, and interpersonal communication skills required for daily interaction with co-workers, clients, opposing counsel and mediators.
- Ability to exercise discretion, good judgment, and poise in handling sensitive and confidential information.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Demonstrate accuracy and thoroughness; look for ways to improve and promote quality.

## **PHYSICAL DEMANDS:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to lift and carry objects weighing up to 25 pounds such as boxes of case materials, files, or other documents.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

This job description is not nor is it intended to be a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.



CITY OF BRIDGEPORT, CONNECTICUT  
**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

**Employment Application**

Position Applied for		Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
<b>GENDER:</b>	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
<b>ETHNICITY:</b>	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

**DISCLAIMER AND SIGNATURE**

Signature		Date	
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I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.