



# CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

## **Senior Paralegal** *Office of the City Attorney*

The City Attorney's Office provides legal representation in accordance with the City Charter to the City, its officers and employees, the City Council, and its agencies, boards, commissions, and departments. The Office prosecutes and defends civil actions brought against such parties in any state or federal court or before any administrative body. The Office reviews all legal claims of personal injury, premises liability or property damage against the City, adjusts and investigates those claims and provides the City's defense when necessary. The Office also reviews or drafts all City contracts, delivers legal advice, counsel, and drafting assistance to such parties.



For more information visit: <https://www.bridgeportct.gov/government/departments/city-attorney>.

**Salary and Benefits:** \$76,903.00 (step/level 1) - \$79,001.00 (step/level 2), \$81,099.00 (step/level 3), \$83,195.00 (step/level 4) annually. Starting salary shall be commensurate with experience and qualification as determined by the City. This position is affiliated with the National Association of Government Employees (NAGE), RI-200 and includes an extensive package of benefits as outlined with the associated collective bargain agreement (aka "union contract"). The above salary is subject to cost-of-living increases as negotiated by NAGE. The benefits shall include health insurance coverage (medical, dental, vision, prescription), a term life insurance policy, paid leave (sick, vacation, personal), paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

The City of Bridgeport also offers several voluntary benefit programs via automatic payroll deduction: 457(b) Deferred Compensation Plan with Roth options, legal services, and complimentary discounted perks for city municipal employees. Tuition reimbursement is available to most City employees based upon the terms of the contract which covers the employee. Additionally, tuition discounts may be available at various universities and colleges that have partnered with the City of Bridgeport.

The city participates in the Connecticut Municipal Employees Retirement System (CMERS) ([www.osc.ct.gov/rbsd/cmers/muniretire.htm](http://www.osc.ct.gov/rbsd/cmers/muniretire.htm)), which requires both employer and employee contributions. Please be aware that your earnings from this position are not covered under Social Security; instead, you will make contributions towards your government pension plan. For further information, you may visit the Social Security website at [ssa.gov](http://ssa.gov).

**Application Process:** Mail, deliver or email a resume, a cover letter, and three (3) professional references to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604 or by email to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov). Please include "Senior Paralegal" in the subject line.

**Accepting complete submissions until Sunday, June 16, 2024.**

*(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).*

*This position will require a pre-employment medical examination and controlled substance screening.*

### ***Municipal Profile***

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. Nicknamed the “Park City” for its over 40 public parks and 1,300 acres of public space, Bridgeport is a vibrant community home to numerous attractions that enhance the City’s economic fortunes. The [Barnum Museum](#) showcases the life and times of the former City mayor and renowned showman, P.T. Barnum. The [Hartford Healthcare Amphitheater](#) holds live music and other shows. The [Total Mortgage Arena](#) brings hundreds of thousands of visitors annually to Bridgeport’s Downtown to watch minor league hockey, college basketball, college hockey, and other events. The [Connecticut's Beardsley Zoo](#) is one of the most visited tourist attractions and only zoo in the State. The [Sacred Heart University's Discovery Museum and Planetarium](#), located in the North End of the City, offers interactive science and space displays. Additionally, Bridgeport is home to a [Vinny Brand's Stress Factory Comedy Club](#), [Downtown Cabaret Theatre](#), and many [fine dining](#) options.

### ***Governing Structure***

The City has a Mayor-City Council form of government. Bridgeport has an elected mayor who serves as the chief executive officer of the municipal government and serves a four-year term. The current mayor is Joseph P. Ganim, who is currently serving his eighth term as mayor. The City Council is the twenty-member legislative body whose two major responsibilities are enacting ordinances necessary to ensure the welfare and good order of the City and adopting the City’s [annual budget](#). Councilmembers are elected by the residents of the ten council districts to represent the concerns, needs, and issues of their constituents, and work to improve the City’s neighborhoods. All Councilmembers serve a two-year term in office.

### **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.

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

The essential functions or duties described below are the primary 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.

- 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 for clients. Communicates 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.
- Performs related work as necessary.

**MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

- Minimum of 5 years' recent law firm litigation paralegal experience, with State court. Federal litigation experience is a plus.
- Four-year bachelor's degree and/or two-year ABA approved Paralegal certificate.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- 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 judgement, 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 AND WORK ENVIRONMENT:**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

- Essential and marginal functions may require maintaining the 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, such as 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 to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.*

The City of Bridgeport is an Equal Opportunity Employer

For further information and contact:  
 CIVIL SERVICE COMMISSION  
 45 LYON TERRACE, ROOM 106  
 BRIDGEPORT, CONNECTICUT 06604  
 TELEPHONE: (203) 576-7103



[Explore Bridgeport](https://www.bridgeportct.gov/explore)