

**ASSISTANT PUBLIC RECORDS ACCESS OFFICER/LITIGATION SUPPORT ASSISTANT  
CITY OF CAMBRIDGE LAW DEPARTMENT # 551-701**

The Assistant Public Records Access Officer/Litigation Support Assistant, under the supervision of the City Solicitor and the Public Records Access Officer, is responsible for performing a variety of specific duties to ensure the City's compliance with the Massachusetts Public Records Law and to enable public access to public records within the constraints of applicable laws, policies, and procedures.

Bachelor's Degree in related field or equivalent combination of education, training, and/or experience; At least three years of paralegal or similar experience assisting in review, research and compliance with laws, rules, and regulations under attorney supervision, either in a law firm or a corporate or public entity's law department. Must be able to research and comprehend various codes, laws, rules, and regulations.

At least three years of experience in a role requiring compliance with laws, regulations, or rules pertaining to the handling of deadline driven documents, including working with records or document management systems related to legal practices and procedures; electronic discovery; content management; or online portal software.

\$70,241-\$89,623 + excellent benefits.

To Submit both your resume and cover letter via email to: [employment@cambridgema.gov](mailto:employment@cambridgema.gov) no later than 9/9/21. We are an AA/EEO Employer.

For a complete job description see link below

[https://www2.cambridgema.gov/viewjoblisting.cfm?Job\\_ID=2613](https://www2.cambridgema.gov/viewjoblisting.cfm?Job_ID=2613)