

# CITY OF MARLBOROUGH

Marlborough, MA 01752

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## LEGAL DEPARTMENT PARALEGAL

<b>Posting Number:</b> AA#21-39	<b>Date Posted:</b> Sept. 23, 2021
<b>Weekly Hours:</b> 40 Hours/Week	<b>FLSA:</b> Exempt
<b>Hiring Rate:</b> \$24.6155 – \$25.1079/hr.	<b>Bargaining Unit:</b> Non-Union
<b>Step Rate:</b> \$24.6155 – \$27.7211/hr.	<b>Location:</b> City Hall

The City of Marlborough's Legal Department is seeking qualified applicants for the position of full-time Paralegal who will provide legal support, and perform clerical and administrative functions, for the Legal Department.

Responsibilities include:

- Coordinating and preparing responses to public records requests.
- Processing claims and settlements for all legal claims and suits.
- Prepare a variety of legal documents including correspondence, ordinances, agreements, and pre-trial/trial filings.
- Act as a liaison with other departments and their department heads and the public.
- Assist with researching specific questions of law for precedent, related case law, and/or citations.
- Prepare and file proofs of claim in taxpayer bankruptcy cases
- Maintain office files in paper and electronic form.
- Maintain a master calendar of critical dates, including court appearances, court filings, pre-trial dates, and discovery response dates.
- Serve as initial office point of contact to the public; answer phone and take messages.
- Manage department mail, accounts, purchases, budgeting, and related functions associated with office administration.
- Performs other related work as required.
- Performs other duties as requested by the City Solicitor and Assistant City Solicitor.

Bachelor's degree or equivalent experience required. Paralegal Certificate or two (2) years of paraprofessional or legal assistant experience, or an equivalent combination of education, training and/or experience preferred.

To see the full job description: [Legal Department – Paralegal](#)

**Please forward cover letter and resume to:**  
hrjobs@marlborough-ma.gov

**Position will remain open until filled.**