



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Paralegal
DEPARTMENT: Office of General Counsel
DATE POSTED: 9/5/2024
CLOSING DATE: Until Filled
FLSA CLASS: Non-Exempt
STARTING **Grade Letter H**
SALARY RANGE: \$50,500- \$64,300 (Annually)

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SUMMARY

Reporting to the General Counsel and in some cases, other subordinate staff as directed by the General Counsel, this position provides a variety of legal tasks for the Office of General Counsel. The Paralegal must be a highly motivated person capable of working independently in a professional office environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Assists General Counsel and staff attorneys in conducting legal research using available research methods.
- Prepares cases for court by drafting pleadings.
- Delivers and picks up court documents.
- Assists in interviewing potential witnesses in preparation for trial.
- Searches, examines, and collects authorities on points of law in connection with the preparation of cases for trial.
- Composes briefs, memoranda, and other correspondence on legal matters affecting the agency.
- Researches and drafts legal opinions; index legal opinions; manages, shelves and keeps up-to-date volumes in legal library.
- Maintains document files.
- Assists staff attorneys with evictions.
- Assists staff attorneys with special projects including an Abandonment Project and Settlement Project.
- Responds to subpoenas, garnishments, and similar legal actions as needed.

- Performs duties such as scheduling appointments, taking dictation or meeting minutes, and similar duties.
- Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner.
- Possesses the ability to take ownership and independently handle such responsibilities in a reliable, detail-oriented and efficient manner.
- Possesses the ability to strictly meet reporting and compliance deadlines.
- Actively participates in HANO-related events as assigned by the Executive Director.
- Other duties as assigned by the General Counsel or other staff attorneys as directed by the General Counsel.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment and decision making in accordance with level of responsibility.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Ability to read, analyze and interpret legal documents.
- Ability to administer and manage both complex and routine legal matters.
- Ability to prepare legal briefs and memoranda and to prepare pleadings to be filed in connection with litigated matters.
- Ability to effectively present information to General Counsel staff, top management, public groups, and outside parties.
- Ability to process and finalize abandonments and evictions.
- Strong reasoning and analytical skills.
- Highly process oriented.
- Self-motivated.
- Strong organizational skills and ability to multi-task.
- Propensity for detail, thoroughness and accuracy.
- Excellent communication and writing skills.
- Excellent interpersonal skills.
- Valid driver's license.

Education and/or Experience

Three years of paralegal experience plus completion of a Paralegal Studies or Legal Assistant study program from an accredited four-year college or junior college, or a certificate from a Paralegal Studies or Legal Assistant study program approved by the American Bar Association (ABA).

Preferred Experience

At least 3 years of paralegal experience in real estate, landlord/tenant, construction law, and/or insurance defense.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook) and should be capable of using internet resources for research and developing reports. Must have the ability to learn other computer software programs as required by assigned tasks.

This position may require regular driving for business purposes. The incumbent is required to possess a valid driver's license and must have the ability to be insurable under the HANO's automobile insurance plan at the standard rate.

PHYSICAL DEMANDS

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

To perform this job successfully, the employee is frequently required to remain in a sedentary position. Daily movements include sitting; standing; bending; operating computers and other office equipment; moving about the office; carrying items such as books, binders, files, and documents; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office environment.

The noise level in the work environment is usually moderate.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.