



JOB ANNOUNCEMENT 2016-005

Legal Assistant City Attorney's Office

40 hours per week / Exempt

SALARY: \$49,805 - \$63,754 Plus 6% City paid PERS

OPENS: February 26, 2016

CLOSES: March 25, 2016 at 5:00 pm

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine St.
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-4280
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

This position provides paralegal, secretarial, and administrative support that contributes to the overall effectiveness and efficiency of the Legal Department. Key tasks include: preparing ordinances, resolutions, and staff reports; drafting a variety of legal documents; conducting paralegal research on a wide range of issues; establishing and maintaining files and records for the City Attorney's office; budget development and management; coordinating with city staff, elected officials, and outside organizations. This position is required to maintain confidential and sensitive information. Broad knowledge of laws, regulations, and practices involved with municipal law practice is necessary. High school diploma or G.E.D. and five years of progressively responsible work in a legal environment, preferably in municipal government, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Completion of a Legal Assistant or Paralegal program through an accredited college or business school, or a related associate or bachelor's degree, desirable.

APPLICATION MATERIALS

Application materials must be completed and received by the Human Resource Department before the closing date. Electronic copies are accepted with a signature.

SELECTION PROCESS

A **city application, cover letter, and resume** will be used to select the top candidates. Those selected for further consideration will be invited to a verbal interview.

NOTIFICATION

Due to staffing limitations and the large number of applications we receive, we are unable to confirm receipt of specific applications or notify individuals of the status of their application. Applicants who were not selected will be notified by phone or mail once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.