



Paralegal Office Administrator

\$2,100.09-\$2,680.32/Bi-Weekly

Apply by 3pm, Friday, March 9, 2018

Are you...

- Interested in municipal government and public service?
- A self-starter who likes to keep busy?
- An analytical thinker and problem solver?

Primary Responsibilities

The Paralegal Office Administrator performs complex paralegal functions and independently performs administrative and office management functions in support of the City Attorney's Office. The position requires knowledge of law office management; local, state, and federal laws; legal research; legal proceedings; legal terminology; court rules and procedures; legal administrative practices and procedures; and experience in performing a variety of complex, difficult and confidential paralegal services.

Qualifications

Experience/Education: Five years of progressively responsible legal secretarial or legal office administrative experience, including three years of paralegal experience in a law office or equivalent work; a high school diploma or equivalent; and completion of a Paralegal certificate from an ABA or California State accredited school.

Licenses: Class C California DL. Possession of, or ability to obtain a Notary Public Commission issued by the California Secretary of State. Ability to maintain MCLE units required by Business and Professions Code 6450 et seq.

Examination Process

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Administrator, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

The examination process may consist of the following parts: Application Package Review: Qualifying Only; Oral Interview 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401.

Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

City of Madera
Human Resources
205 W. 4th Street
Madera, CA 93637
(559) 661-5401

Compensation and Benefits

Compensation and benefits for the Paralegal Office Administrator position are defined in the Memorandum of Understanding between the City of Madera Mid Management Bargaining Unit as well as the City's Personnel Rules.

Retirement: The City participates in the CalPERS defined benefit retirement system. Classic Members: 2% at 60 formula, average three year final compensation; New Members (PEPRA): 2% at 62 formula, average three year final compensation. The City does not participate in Social Security.

Deferred Compensation: The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute.

Health Insurance: The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with United Health Care. Dental insurance is through Principal Financial and vision coverage is through Superior.

Life Insurance: The City provides a \$15,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

Medicare: The City contributes an amount equal to 1.45% of the employee's salary; the employee also contributes 1.45%.

Long-Term Disability: This city paid benefit provides up to 2/3-income protection.

Bilingual Incentive: English/Spanish for qualifying individuals and positions after passing annual bilingual test.

Employee Assistance Program: The City of Madera offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

Paid Leave: The City offers paid vacation, sick and administrative leave. Additionally the City offers 11 8-hour paid holidays and 2 4-hour paid holidays.

Flex Schedule: Mid Management employees may request to work a traditional 5 day, 40 hour work week or alternatively may request to work a 9/80 pattern or 4/10 pattern subject to approval of the City Administrator.

Notary Public Services: Employees assigned this responsibility can elect from 2 options - the City will pay all associated costs but services must only be provided to the City and its employees or the individual can pay all costs for Notary designation and receive an allowance of \$5 per month.

General Information

Applications may be obtained from the City's website www.cityofmadera.ca.gov/apply or by calling the City's Human Resources Department at (559) 661-5401. Original applications must be submitted to the City's Human Resources Department prior to the application deadline. Facsimiled or digitally signed applications will not be accepted.

The City of Madera is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) or AIDS Related Conditions (ARC).

Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer