



Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

November 26, 2024

The Housing Authority of the City of Pueblo has an opening for the position of:
Paralegal.

This is a full-time non-exempt (hourly) position with a starting rate of \$30.00 per hour, with a robust full-time benefit package.

Please review the attached job description and qualifications carefully before completing an application.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave between 8:00 a.m. and 4:30 p.m. or on our website at www.hapueblo.org

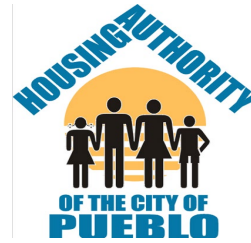
Job posting will remain open for a minimum of 7 days or until filled.

Last Updated: 11/2024

Title: Paralegal

Reports to: Assistant Executive Director

Status: Full-time/Non-Exempt



General Purpose

The Paralegal is responsible for providing the clerical and jurisprudence research services for The Housing Authority of the City of Pueblo (HACP). Interpreting and researching the HACP tenant leases, contracts and legal matters to help serve as a key liaison with legal counsel to make a final recommendation to the Executive Director of the agency. Collaborating with other Department Managers, may work on key items impacting the need for legal guidance and counseling.

Supervisory Responsibilities

The legal assistant does not have any supervisory responsibilities but makes recommendations to legal counsel and agency leadership for action on key items of the agency.

Essential Duties and Responsibilities

- Drafts legal documents, including lease violation notices, eviction notices, and other necessary legal notices on behalf of the agency.
- Researches and analyzes statutes, regulations, legal articles, judicial decisions and other legal sources; provides written analysis to Executive Director and/or outside legal counsel as warranted.
- Supports the Intake and Property Management team with tenant lease review and answers tenant inquiries about lease obligations, including any violations.
- Assists with and meets with clients, attorneys, and other professionals to prepare for assigned court cases or other related projects.
- Interviews tenants, HACP Staff and witnesses to prepare summaries of statements for situations involving lease violations or other legal proceedings occurring within the agency.
- Prepares, organizes, stores and retrieves case files, which may include preparing documents for evidence, exhibits, depositions, pleadings or other necessary reasons.
- Develops and maintains records regarding any work done on properties and projects for appropriate labor allocations and keeps accurate and updated records of property legal proceedings.
- Prepares and assists outside legal counsel with trial preparation, which may include attending trials and hearings on behalf of the HACP.
- Prepares tenant lease violation cases when notified by the property manager of an issue or need to take further action on the tenancy of the tenant.
- Helps managers and others prepare and deliver variance reports with routine audits on properties, to include rent roll, accounts receivable/aging reports, overdue/upcoming certification renewals and other tenant related metrics impacting the agency.
- Helps ensure notices are prepared correctly and cite proper laws, HUD guidelines or other regulatory requirements. May assist with posting of notices as needed.
- Serves as a key member on the policy and procedure committee.
- May assist other teams with phone calls related to tenant notification or matters involving delinquent accounts.

- Other duties as assigned.

Licensure, Credentials & Experience

- Valid Colorado Driver's License in good standing required.
- Associate degree in Paralegal Studies or related field or demonstrated relevant experience required.
- Paralegal certificate or bachelor's degree in paralegal studies or related field preferred.
- Experience in public housing or property management preferred.
- Knowledge of Department of Housing and Urban Development (HUD) programs, Low Income Housing Tax Credit (LIHTC) programs and other Affordable Housing Programs is desirable.

General Knowledge and Qualifications

- Strong organizational skills with analytical attention to detail.
- Can thrive in a fast paced environment.
- Ability to work independently and as part of a team.
- Strong customer service, communication, and de-escalation skills to meet and deal with the public and establish and maintain effective working relationships with fellow HACP employees.
- Ability to process work efficiently, accurately and adapt to changing priorities.
- Familiarity with HUD program regulations.
- Ability to understand and adhere to policy, procedure, and regulations.
- Demonstrated ability to manage changing priorities with a high degree of flexibility.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office, web-based applications and related property management software.

Materials and Equipment Used

Standard office materials and equipment

Working Environment and Physical Responsibilities

- Combination of in-office and off-site visits.
- May involve physical exertion such as kneeling, crouching or lifting frequently.
- Operates company vehicle for site visits and conducts on-site physical visits of properties.
- Must be able to lift 35 pounds.
- Interacts with the public frequently so may encounter difficult situations as well as interaction with threatening behaviors.

The above statements are intended to describe the general nature and level work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classificatio

