



# CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

## JOB ANNOUNCEMENT

**JOB TITLE:** Legal Assistant-Paralegal

<b>Department:</b> City Attorney	<b>Status:</b> Full Time/ Permanent
<b>Annual Salary:</b> \$29,317	<b>Available Positions:</b> 1

**Application Process:**

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at [www.cityofpinebluff.com](http://www.cityofpinebluff.com)

**CLOSING DATE:**  
August 17, 2018

<b>Department of Human Resources</b> 200 E. 8 <sup>th</sup> Avenue, Room 104 Pine Bluff, AR 71601	<b>Office</b> (870) 730-2038/ <b>FAX</b> (870) 730-2157 Office Hours: <b>Monday-Friday: 8:00 a.m. – 5:00 p.m.</b>
---------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------

**ESSENTIAL JOB FUNCTIONS:** The Legal Assistant-Paralegal is responsible for assisting the attorneys in performing legal services for city departments, including prosecution of misdemeanor offenses, traffic violations and violations of city ordinances and codes. The Legal Assistant-Paralegal also communicates and coordinates with court personnel, defense attorneys, police officers, victims and witnesses regarding court case settings and continuances and prepares written recommendations for plea negotiations on District Court Cases.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Bachelor's Degree (B.A. or B.S.) from a four year college or university and three years of related experience and/or training; or equivalent combination of education and experience. Applicants must be proficient in Word Perfect, have good command of criminal offenses and state and local laws and have experience in court procedures and court documents.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.