

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Legal Coordinator

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	3	Non-Exempt	Housing Management	Housing Management Supervisor

CLASS SUMMARY:

This position is responsible for performing advanced legal support tasks. Responsibilities may include conducting legal research; investigating cases; and drafting legal documents.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Investigates facts and conducts legal research related to bankruptcy, eviction, and other cases.
2.	Drafts lease termination notices, affidavits, contract agreements, draft pleadings, and other legal documents.
3.	Advises housing managers in enforcing lease contract terms.
4.	Reviews eviction documents to determine whether court action is required.
5.	Reviews public safety reports, police reports, complaints, and other reports to determine cause of eviction notices.
6.	Assists attorneys in preparing court cases, including: preparing case files; interviewing defendants; preparing and issuing subpoenas; and negotiating agreements in court.
7.	Schedules and conducts grievance hearings.
8.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Associate's degree in related field; 2-4 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Notary License

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Legal terminology;
- Legal document preparation;
- Customer service principles;
- Applicable federal, state, and local laws, rules, and regulations;
- Negotiation techniques;
- Computers and related software.
- Strong writing skills
- Utilize communication and interpersonal skills to work cooperatively with coworkers, supervisor, and others.

SKILLS (position requirements at entry):

Skill in:

- Reviewing documents to determine need for legal action;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, and others sufficient to exchange or convey information.

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PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR