

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2188

OPEN COMPETITIVE EXAMINATION FOR: **PARALEGAL**

SALARY: \$23.89- \$31.80/ hr. (NOTE: New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. **Veterans** – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF DUTIES: (Illustrative only): Performs legal and factual research; interprets statutes and Charter; assists in drafting advisory opinions and court documents, such as pleadings and briefs; maintains and updates law library; prepares records and exhibits on appeal; monitors cases including foreclosures and bankruptcies; notifies attorneys of court deadlines; assists attorneys in developing office procedures, operation manuals and filing systems; answers routine correspondence and telephone inquiries; interviews witnesses and clients.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of basic legal concepts and processes; thorough knowledge of legal terminology and legal forms; thorough knowledge of legal research techniques; ability to read, understand and interpret laws and legal documents; ability to write and draft legal documents; familiarity with court procedures and forms; good knowledge of office management principles and practices; ability to communicate both orally and in writing; ability to plan and supervise the work of others; ability to work independently; ability to handle several projects at one time and prioritize multiple projects; good judgment, tact, and courtesy.

REQUIRED EXPERIENCE AND TRAINING: A certificate of completion of a Paralegal Certificate Program from an accredited college or industry recognized organization including but not limited to the National Academy for Paralegal Studies, the American Alliance of Paralegals, or the National Association of Legal Assistants. At least two years’ experience employed as a paralegal. At least one of the two years of required experience must have occurred within the past five years providing support services to an attorney practicing in the State of Connecticut. An Associate’s or Bachelor’s degree in Paralegal Studies is preferred.

**COPIES OF A CERTIFICATE, DEGREE OR TRANSCRIPTS,
MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the White Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

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