

Paralegal

Dallas City Attorney's Office – Collections and Bankruptcy Section

The Dallas City Attorney's Office is seeking a well-qualified, self-motivated, and collaborative paralegal to fill a full-time position in the Collections and Bankruptcy Section of the City Attorney's Office.

This position is responsible for handling legal matters related to collection of funds due to various city departments, including Dallas Water Utilities, Housing and Neighborhood Revitalization, Dallas Fire-Rescue, Code Compliance, Sanitation Services, and the convention center. The position also requires handling matters involving bankruptcy, hotel occupancy tax, and licensing fees.

The position is responsible for researching and locating parties to be sued, ascertaining structure and ownership of business entities, and conducting searches for available non-exempt assets. The successful candidate must be able to fully support litigation matters, including drafting pleadings, arranging for service of process, assisting with discovery matters, assisting attorneys in hearing and trial preparation, and maintaining organized legal files. Other duties may be assigned.

Candidates must have a paralegal certificate. Candidates also must be proficient in Word, Excel, SharePoint, Adobe, Westlaw and/or Lexis, Pacer, and electronic case filings in state and federal court. Special consideration will be given to candidates who have experience with Texas foreclosure and bankruptcy laws.

The successful candidate must be highly organized, persistent, detail-oriented, self-motivated, able to work under deadlines, and able to multi-task. The successful candidate must also be able to effectively coordinate with other paralegals and attorneys, as well as work with client departments, court staff, debtors' attorneys, and the public.

Salary is commensurate with experience. The city's comprehensive benefits package comes with the position. This position is exempt from the provisions applicable to civil service, pursuant to Chapter XVI, Section 9 of the Dallas City Charter. Details concerning the Dallas City Attorney's Office are available at www.dallascityattorney.com.

If interested, please send a resume and cover letter to:

attresumes@dallascityhall.com

No phone calls, please.