

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136

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**Authority Position Available: PARALEGAL**

**Date Posted: September 7, 2022**

**Purpose**

This full time, 35 hour/week administrative position works independently and with the Authority's solicitor, outside counsel, and Authority staff to administer legal functions for the Allegheny County Housing Authority and its corporate sub-entities.

**Essential Job Functions**

1. Drafts and maintains corporate resolutions, agendas, minutes, and other transactional documents for the Authority and all sub entities; maintains corporate filings with the Commonwealth; assists with all board meetings of the Authority and sub-entities.
2. Represents the Authority in magisterial district court as needed; attendance at other court and administrative agency proceedings as required.
3. Oversees and processes cases and filings in Allegheny County magisterial district courts, Common Pleas court, Bankruptcy court, and administrative agencies (EEOC/FHEO/PHRC)
4. Responds to all Right to Know requests.
5. Updates staff with laws and regulations governing operation of a PHA, and other legal-related matters.
6. Litigation management; assists with the procedural aspects of cases, depositions, negotiations, discovery, internal investigations, trials, hearings and appeals.
7. Assists in negotiations and drafting of contracts, leases, license agreements.
8. Procures and administers all required insurance coverages for the Authority and sub-entities.
9. Responsible for reporting of insurance claims and claims administration.
10. Drafts, interprets and/or implements internal policies and procedures as directed.
11. Responsible for all real property research, acquisitions and dispositions, including preparation and filings of real property transactional documents.
12. Maintains confidentiality of client records and communications.
13. Performs legal research and analysis as needed and/or directed.
14. Attends seminars and training sessions to maintain proficiency and familiarization of public housing rules and regulations.
15. Assists the HR manager, as needed, with personnel investigations and other HR matters.
16. Other general paralegal duties as needed or directed.
17. Employee can be depended on to report to work at the scheduled time, is seldom absent from work, completes work in a timely, accurate and thorough manner and is conscientious about assignments.
18. Communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Authority.
19. Works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the Authority. Exhibits a professional manner in dealing with others, and works to maintain constructive working relationships.

**Required Knowledge and Abilities:**

- Knowledge of the rules and procedures and principles of general civil law including state and federal civil proceedings and rules of evidence; knowledge and familiarity with e-filing
- Knowledge of the rules and procedures of administrative agency law and public sector law
- Knowledge of rules and regulations governing a public housing authority, preferred
- Excellent technical, analytical and communication skills
- Counseling and mediation skills
- Knowledge of court procedures and records; electing filing; legal documents and terminology
- Ability to multitask, management multiple projects and meet deadlines

**Required Education/ Experience**

Paralegal certificate, required. Minimum 5 years of experience as a paralegal (corporate, real estate, litigation preferred).

Must be computer literate and proficient in the use of Adobe, QuickBooks, and MS software (Windows; Outlook; Word; Excel; Access; PowerPoint). Must possess and maintain a current, valid PA Driver's License, and use of a personal vehicle.

If you require assistance when completing the employment application or you anticipate a need for an accommodation during the selection process due to a disability, then please contact the Human Resources Department at 412-402-2603 or [HR@achsng.com](mailto:HR@achsng.com).

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review and must be fully vaccinated against COVID-19 upon date of hire with regular full-time employment being contingent upon successful completion of a probationary period. The Authority will allow for medical and religious exemptions from the requirements in accordance with state and federal law.

*Frank Aggazio*

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,  
ATTN: HR, 301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136 OR EMAILED TO: [jrobin@achsng.com](mailto:jrobin@achsng.com).  
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