LEGAL ADMINISTRATIVE ASSISTANT

The Housing Authority of Kansas City, Missouri is seeking qualified applicants for the position of Legal Administrative Assistant.

The Legal Administrative Assistant will provide assistance to Legal Counsel, an executive staff level position, responsible for the preparation of lease enforcement and program compliance documents and other written communication. This position will also provide direct assistance to the Executive Director and Deputy Executive Director in daily operations.

The Legal Administrative Assistant duties primarily involve office work that is directly related to the housing authority’s management operations with respect to the residents’ compliance/noncompliance with applicable HUD regulations; housing authority rules, policies, and lease requirements and the coordination of the grievance hearing procedures eviction procedures. Research laws and regulations pertaining to the ever-changing landscape of housing from a federal, state, and local viewpoint. Provide written or verbal summations of new regulations, laws, or procedures.

EDUCATION and/or EXPERIENCE:

Some college supplemented with a paralegal certification or one (1) year of relevant experience in a legal setting or equivalent combination of education and experience.

College Degree preferred.

QUALIFICATIONS:

To perform the duties of this job successfully, an individual must be able to perform the duties using independent judgment and discretion using prescribed procedures and standards. In addition, each essential duty must be performed in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strong research and writing skills: These skills are necessary for drafting responses, researching memorandums, correspondence, and other documents.

An ability to multitask: This is a deadline-heavy profession, and multiple cases can demand action within the same limited time periods. You might have to perform various tasks on more than one case file almost simultaneously, taking a phone call on one matter while sorting through hearing evidence on another.

Effective communication skills: This position will require the candidate to interact with and communicate with a diverse population of people both internally and externally. It is important that the person filling this position be able to communicate effectively face-to-face, via telephone and email. Additionally, this should be someone that can identify and either resolve or escalate issues in a timely manner.

Full job description if posted on the Housing Authority website at www.hakc.org.
Interested applicants should forward resume to Housing Authority of Kansas City, MO, 920 Main Street, Suite 701, Kansas City, MO 64105. E-mail tgumbel@hakc.org or fax – 816-968-4225. POSITION IS OPEN UNTIL FILLED. EOE
Job Description

Job Title: Administrative Assistant/Legal
Department: LEGAL
Reports To: Legal Counsel
FLSA Status: Exempt
Prepared By: Legal Counsel
Prepared Date:
Approved By:
Approved Date:

SUMMARY:

The Legal Administrative Assistant duties primarily involve office work that is directly related to the housing authority’s management operations with respect to the residents' compliance/noncompliance with applicable HUD regulations; housing authority rules, policies, and lease requirements and the coordination of the grievance hearing procedures eviction procedures by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide direct assistance to Executive Director and Deputy Executive Director in overseeing productions of all phases of monthly progress reports; which includes ensuring timely submission of draft narratives and statistics by each department head, reviewing all contents for internal consistency an accuracy, and producing final reports.

Assist in the writing and production of periodic special reports such as Annual Plan.

Performs any special projects requested by the Executive Director or Deputy Executive Director.
Provide assistance to Legal Counsel, an executive staff level position, responsible for the preparation of lease enforcement and program compliance documents and other written communication.

Research laws and regulations pertaining to the ever-changing landscape of housing from a federal, state, and local viewpoint.

Provide written or verbal summations of new regulations, laws, or procedures.

Maintain all Legal Department files that pertain to residents that are involved with the housing authority grievance hearing process and the eviction process.

Responsible for the preparation of the grievance hearing docket and the landlord-tenant court docket.

Responsible for interfacing with a host of entities/persons, including outside legal counsel, housing authority property managers, Housing Choice Voucher department, housing authority public safety investigators, K.C.P.D. officers, Jackson County Prosecutor’s office, probation and parole, and outside social service agencies who may assist the housing authority residents.

Maintain records of all Drug Search Warrants executed on Housing Authority, Public Housing/Section 8 Programs/Scattered Sites properties by the KCMO Police -- Street Narcotics Unit, the Drug Enforcement Unit, and the Drug Abatement Response Team (D.A.R.T.)

Maintain records of Official Warning Notices & Flyers to Public Housing Residents/Section 8 Programs/Scattered Sites residents of unauthorized persons visiting the residences.

Responsible for the data and recordkeeping of all Eviction Set-Outs.

Responsible for the data and recordkeeping of all Grievance Hearings that are scheduled by the Housing Authority Legal Department.

Responsible for the assignment and the coordination of the collection of judgments that are assigned to outside legal counsel.
Assist General Counsel with litigation and coordination with outside legal counsel including for matters such as tort, employment, and other claims.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

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An ability to multitask: This is a deadline-heavy profession, and multiple cases can demand action within the same limited time periods. You might have to perform various tasks on more than one case file almost simultaneously, taking a phone call on one matter while sorting through hearing evidence on another.

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EDUCATION and/or EXPERIENCE:
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College Degree preferred.

LANGUAGE SKILLS:

Good oral and written communication skills in the English language are necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid State issued drivers license.

Salary Range: $50-$57k

education and experience dependent.