

- **Vacancy Announcement** -

Pending Hiring Committee approval, The Housing and Community Development Authority is accepting resumes for a **Legal Assistant** vacancy in the Executive Office

To be considered for this position applicants must:

- 1. Email a resume and one to three page professional writing sample to jkovacs@spd.in.gov and cfiles@ihcda.in.gov, listing the title of the position in the email subject line.**

- 2. Upon Hiring Committee approval, applicants will also have to also submit an online application through the State's Job Bank website.**
While awaiting Hiring approval, candidates can submit an applicant profile on the job bank site at www.in.gov/spd. Click on:
 - Employment Opportunities**
 - Apply now**
 - Register now**

The position's salary range is \$30,000 - \$36,000, commensurate with relevant education and work experience. This position is housed in IHCDA's Indianapolis headquarters and resumes are being accepted until further notice.

Job Description:

This position provides an array of communication, scheduling, organizational, and document support to the Executive Director, General Counsel, and Deputy General Counsel. Duties may include, but are not limited to:

- Preparing reports, budgets, and internal communication and a variety of other communication for the organization;
- Ensuring that correspondence is distributed according to contact information upon receipt;
- Preparing, organizing and maintaining correspondence and administrative files;
- Providing word processing, filing and document transmittal services;
- Transmitting legal correspondence to clients, customers, outside counsel and court officials by electronic filing, mail, fax or messenger;
- Completing expense reports and other administrative forms and making travel arrangements;
- Creating, organizing and maintaining all legal files;
- Preparing and distributing Board Packets;
- Providing relief reception or secretarial assistance when needed;
- Coordinating special projects when assigned by Executive Staff;
- Preparing responses to foreclosure actions, bankruptcy actions, tort claim notices, and other process-oriented legal responses;
- Entering contracts into contract management software;
- Responding to public information requests;
- Attending meetings and preparing minutes of actions taken within;
- Assisting the Legal Department with basic legal functions, such as summarizing legal documents, performing records research, performing basic legal research, checking legal forms for accuracy, preparing basic form legal documents, such as contract amendments;

Qualifications:

Two to three years experience in a law firm, corporate legal department or equivalent setting involving exposure to legal terms and/or procedures; a college degree preferred. The selected candidate must possess exceptional organizational skills and a willingness to take on a wide variety of tasks as requested. This position works with confidential information; therefore the selected candidate must be able to work with sensitive documents and information without divulging information to internal or external parties. Candidates should be interested in the mission of IHCDA, and taking part in work that furthers that mission. Effective verbal and written communication and proof-reading skills are essential. This position requires the ability to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels and must demonstrate strong customer service orientation. The selected candidate must be able to think logically and analytically and have an exceedingly high attention to detail, accuracy, and timeliness. A high level of expertise in Microsoft Word (e.g. working with multiple versions, adding sections to a document, working with pagination, creating and managing templates, advanced formatting, automation, etc.); proficient in basics of Microsoft Excel; has other computer skills necessary to excel at the position is required.