

## FALL RIVER HOUSING AUTHORITY

The Fall River Housing Authority is seeking qualified applicants for **ONE (1) FULL-TIME** position of:

### **LEGAL SERVICES LIAISON**

#### **DUTIES:**

The Legal Services Liaison is a key position within the Legal/Property Management Departments. This position is highly responsible and has access to confidential information, and the primary function of this position is to prepare all legal documentation required for summary processes, evictions and other court proceedings regarding actions against tenants in violation of their lease agreements. The Legal Services Liaison is required to closely coordinate and communicate these activities with the FRHA's General Counsel, Staff Attorney and Property Management Department. The Legal Services Liaison is also required to maintain all files and materials in both a safe and confidential manner at all times.

#### **QUALIFICATIONS:**

The incumbent should have knowledge of eviction proceedings under Massachusetts Law; knowledge of Massachusetts court proceedings; ability to prepare/file all legal documents pertaining to both non-payment and for cause evictions, including summary processes and complaints, motions, short order of notices, voluntary dismissals, subpoenas, preliminary injunctions, etc. Incumbent should have knowledge of Fall River Housing Authority excel data-base listings, ability to work independently with little or no direction, ability to draft correspondence and memoranda with little or no direction, must possess strong organizational and inter-personal skills, ability to represent the FRHA to outside agencies in a professional manner, strong computer skills, including WORD, EXCEL and internet applications, ability to communicate clearly and effectively, must possess a strong command of the English language, including grammar and spelling and **must possess a valid Massachusetts driver's license and own transportation.**

#### **REQUIREMENTS:**

A High School diploma, or equivalent, with at least ten (10) years of work experience in a Housing or Legal environment dealing with legal aspects or lease enforcement activities; or an Associate's degree, with at least five (5) years of work experience in a Housing or Legal environment dealing with legal aspects or lease enforcement activities; or a Bachelor's degree, with at least three (3) years of work experience in a Housing or Legal environment dealing with legal aspects or lease enforcement activities.

Must be proficient in oral and written communication in English and must be able to speak clearly and distinctly in English. Bilingual in Spanish preferred, but not required.

#### **SALARY RANGE:**

The salary range for this position is \$70,000-\$76,000.

**Applicants for this position must submit a completed Fall River Housing Authority employment application. A Fall River Housing Authority Employment application and job description are attached. Position will remain open until filled.**

The Fall River Housing Authority (FRHA) considers applications for employment from eligible Federal Section 3 residents. A Federal Section 3 resident is a City of Fall River resident with low or very low income as defined by the Department of Housing & Urban Development (HUD).

STEPHEN R. LONG, CHAIRMAN  
FALL RIVER HOUSING AUTHORITY BOARD OF COMMISSIONERS  
THE FALL RIVER HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER