

LEGAL SERVICES LIAISON

Status: Union (Unit B)

The Legal Services Liaison is a key position within the Legal/Property Management Department. This position is highly responsible and has access to confidential information, the primary function of the 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 required to maintain all files and materials in both a safe and confidential manner at all times.

Supervision: The Legal Services Liaison reports directly to the General Counsel and or Staff attorney and closely coordinates various assignments with the Director of Field Operations, the Associate Directors of Management, individual Property Managers, as well as the Rental Integrity Specialist. This individual may have support staff assigned from time to time in order to carry out important functions. The Legal Services Liaison is expected to exercise a great deal of independence and judgment in the carrying out of the requirements for this position.

Essential Job Duties:

- Works directly for the FRHA's General Counsel and or Staff Attorney on a daily basis regarding status of all court cases for both Public Housing and the Housing Choice Voucher programs.
- Assists Housing Court Specialist (s) on cases involving Temporary Restraining Orders (TRO's).
- Assists in the preparation of all eviction notices for service of process.
- Assists Constables on the service of process for all legal documents.
- Assists in the scheduling of all moves requiring presence of Constables and Moving Companies.
- Tracks the status on all five (5) day notices voiding tenancies and cases for injunctive relief.
- Prepares *No Trespass Orders*.
- Reviews and approves invoices for Constables and Moving Companies based on monthly eviction activity and actual work performed and forwards to accounting department.
- Computes and notifies Property Managers of applicable fees to tenant accounts related to eviction proceedings.
- Provides administrative support to General Counsel and Staff Attorney on any and all legal matters.
- Maintains all records, files, and information in a highly confidential and safe manner.
- Reports irregular and high-profile cases to the General Counsel so that the Office of the Executive Director can be properly informed.
- Provides regular reports to the General Counsel/Director of Field Operations on the status of all activities including recommendations for improvement as well as issues needing attention.

August 28, 2024

- Coordinates/Files, records and tracks all HCVP/Section 8 Civil matters which are initiated by the General Counsel and Section 8 Department.
- Maintains a detailed, centralized database of all Summary Process cases filed.
- Maintains a centralized monthly calendar of all SP cases scheduled to go before the court.
- Enters/updates Family Notes in PHA-Web to document case progression (i.e., next hearing dates, judgements entered, agreement defaults, motions filed, and executions issued).
- Enters all fees related to court filings, constable services and evictions/move-outs into tenant accounts.
- Provides requested documents by opposing counsel requested through file review.
- Handles inquiries from tenants and legal services related to tenants involved in the court process.

Secondary Job Duties:

- Coordinates administrative support to the General Counsel/Director of Field Operations and Associate Directors of Property Management.
- Monitors Court Repayment Agreements for tenants under active Agreements for Judgement.
- Monitors tenant compliance with all active Court Repayment Agreements
Produces monthly report on tenant payments made towards judgement balances.
- Manages and distributes updated list of tenants (i.e., "Do not accept") on a motion to issue execution.

Performance Criteria:

This position will be evaluated on the ability of the incumbent to work independently, identify and report problems, and produce work free from errors. Demonstrated good judgment in the handling of delicate or confidential matters involving the Authority or Authority staff is required.

Qualifications and Skills:

- 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.
- Knowledge of Fall River Housing Authority excel data-base listings in order to review various tenant accounts.
- Ability to work independently with little or no direction.
- Ability to draft correspondence and memoranda with little or no supervision.
- Must possess strong organizational and inter-personal skills.
- Ability to represent the Authority to outside agencies in a cooperative and professional manner.
- Ability to operate various office machines.
- Strong computer skills including WORD, EXCEL, and internet applications.
- Ability to prepare clear and concise reports.

August 28, 2024

- Ability to communicate clearly and effectively.
- Ability to maintain focus and concentration when dealing with intricate details regarding legal matters.
- Must be articulate in all aspects of legal interpersonal communications.
- Ability to work on a number of projects simultaneously in order to handle a multitude of scheduled court appearances.
- Ability to assemble and evaluate factual information on legal issues.
- Must possess a strong command of the English language including grammar and spelling.
- Must possess a valid Massachusetts' driver's license and own transportation.

Physical Demands:

SEDDNTARY (requires lifting 10 lbs., carrying small objects) _____
 LIGHT (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.) X
 MEDIUM (requires lifting 50 lbs., with frequent carrying of up to 25 lbs.) _____
 HEAVY (requires lifting 100 lbs., with frequent carrying of up to 50 lbs.) _____
 VERY HEAVY (requires lifting over 100 lbs., such as moving furniture) _____

CODES: C = Continuously, F = Frequently, O = Occasionally, and R = Rarely

A. Standing	<u> F </u>	H. Reaching	<u> O </u>	O. Crawling	<u> R </u>
B. Sitting	<u> F </u>	I. Handling	<u> F </u>	P. Bending	<u> O </u>
C. Walking	<u> F </u>	J. Fine Dexterity	<u> F </u>	Q. Twisting	<u> O </u>
D. Lifting	<u> O </u>	K. Kneeling	<u> O </u>	R. Climbing	<u> O </u>
E. Carrying	<u> O </u>	L. Crouching	<u> O </u>	S. Balancing	<u> R </u>
F. Pushing/Pulling	<u> O </u>	M. Foot Controls	<u> O </u>	T. Vision	<u> C </u>
G. Hearing	<u> C </u>	N. Talking	<u> F </u>	U. Other	_____

Experience and Education:

High School Diploma or Equivalent with at least ten years of work experience in a Housing or Legal environment dealing with legal aspects or lease enforcement activities; **or**

Associate's Degree with at least five 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 years of work experience in a Housing or Legal environment dealing with legal aspects or lease enforcement activities.

Salary:

Suggested salary range is \$70,000 – 76,000