



City of Framingham, MA

July 31, 2026

Position Vacancy

RFP #27-015-01

Position: Legal Office Administrator/Paralegal
Department: Legal Department
Grade: M-8 Full Range: \$72,828.08 - \$94,211
Anticipated Hiring Range: \$72,828.08 - \$80,408.12
Schedule: 37.5 Hours per week
Monday, Wednesday & Thursday 8:30 a.m. to 5:00 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.
Friday 8:30 a.m. to 12:30 p.m.
Some evening meetings or events.

The City of Framingham is currently an 100% onsite work environment.

This is a full-time (37.5 hours per week), benefit eligible position, classified as M-8 on the city's municipal employee classification plan that currently utilizes a predetermined step increase plan.

- Position will remain open until filled. Priority will be given to those who apply in the first 14 days.
- Framingham City Hall (The Memorial Building) is located at 150 Concord Street, and is accessible by the [MBTA Commuter Rail](#) and the [MVRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

Under the direct supervision of the City Solicitor, the Legal Office Administrator/Paralegal serves as the executive administrator/paralegal performing and managing administrative tasks for the City's Legal Department and assisting the City's in-house attorneys with professional administrative and paralegal support services. The Legal Office Administrator/Paralegal serves on-site in a confidential capacity and performs a broad variety of administrative and paralegal tasks, including handling litigation-related tasks, transactional, billing, case management, budget and other support services for the Legal Department attorneys, as well as other tasks as directed by the City Solicitor.

Essential Functions/Primary Duties:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Serves at a professional level at organizing and managing case files, docketing, calendars, meetings, schedules, tracking deadlines, appointments, reminders and provides timely case and legal task-related communications internally and externally.
2. Performs legal and administrative tasks for the Legal Department.
3. Organizes and maintains legal calendars and schedules, case files, docketing and tracking deadlines, appointments, and reminders for attorneys.
4. Prepares and provides timely related communications internally and externally as required based on legal tasks and case-related tasks.

5. Establishes, organizes, and maintains databases, electronic case filing systems, electronic files and records for the Legal Department and its attorneys.
6. Organizes and maintains Legal Department files and records, including case files, legal opinions, communications, contracts and other legal documents.
7. Scans and distributes documents, pleadings, files and reports and collects and organizes case files and case-related documents and records for Legal Department attorneys.
8. Assists with accounting tasks including preparing and processing payrolls, billing, vendor payments and warrants.
9. Performs investigatory, factual, claims, and other legal research.
10. Timely provides documentation and records to insurance counsel for the City.
11. Coordinates and schedules meetings, depositions, hearing and trial dates and other case-related proceedings on behalf of Legal Department attorneys.
12. Prepares correspondence, pleadings, notices, and case-related documents for service on opposing parties/counsel, and for filing with Courts and agencies, including electronic filings with Courts and State agencies.
13. Assists with preparing files, records, documents and pleadings for filings, hearings and trials.
14. Accesses and obtains information and documents internally as well as externally from local, state and federal agencies and databases.
15. Prepares, reviews, and edits correspondence, pleadings, documents and legal papers.
16. Engages in telephone and email communications with staff, courts, agencies, organizations, attorneys, municipal employees, city officials, and others.
17. Communicates politely and effectively and responds to internal and external calls, inquiries and communications.
18. Travels as needed to Courts and agencies to assist with filings, hearings, and trials.
19. Assists with coordinating responses to legal process, subpoenas, administrative proceedings and public records requests.
20. Provides Notary Public services for Legal Department attorneys.
21. Attends and participates in meetings and other matters as needed.
22. Performs other administrative and paralegal duties as requested by the City Solicitor.

Position Requirements

- Associates or Bachelor's Degree preferred
- Minimum of five (5) years of relevant professional administrative and/or paralegal experience in a municipal law department, law office or law firm including experience preparing and filing documents, correspondence, pleadings and reports with federal and Massachusetts Courts and agencies
- Paralegal certification, training and experience preferred
- Notary Public appointment and experience desired. Must be able to become a Notary Public.
- Acceptable results of a MA CORI/SORI background check
- **Knowledge, Ability and Skill:**
 - Excellent writing, social and verbal communication skills
 - Ability to work well with others in-person as a team in a fast-paced, deadline-driven environment
 - Ability to maintain composure, decorum and confidentiality
 - Self-motivated with ability to remain flexible and adaptable
 - Ability to work in an electronic environment including computer proficiency in Microsoft programs and applications, Excel, Adobe, PowerPoint, and proficiency with virtual meeting platforms used in public meetings/hearings and Court proceedings (WebEx, Zoom, Google Meets)
 - Experience filing in federal and Massachusetts Courts and Agencies, online services and electronic case filings, including ECF/PACER, DIA, AAA, and efileMA
 - Ability to learn and master municipal specific software and budgeting applications, such as MUNIS, Laserfiche, Smart City, KACE

- Proficiency in legal research and online legal research databases is preferred with a willingness to master such research required
- **Special Requirements:**
 - Requires a candidate who is self-aware and self-motivated, reliable, flexible, adaptable, with proven superior organizational skills, ability to work both independently and in a team environment to provide high quality professional services, set priorities, deadlines, and multitask while remaining detail-oriented.

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Compensation will be determined commensurate with education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions. The City of Framingham is committed to the full inclusion of all qualified individuals. As part of this commitment, the City of Framingham will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is necessary to participate in the job application or interview process, please contact the City of Framingham's Human Resources department at 508-532-5490 or koleary@framinghamma.gov.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 10 pounds, such as supplies, folders, and books. Certain tasks require the ability to view computer screens for extended periods of time.

Supervision:

The Legal Office Administrator/Paralegal works under the direction of the City Solicitor.

Confidentiality:

Legal Office Administrator/Paralegal serves in a confidential capacity.

Work Environment:

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, City departments, City Solicitor, City Council, Board of License Commissioners and State and Federal agencies. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to department-related confidential information.
- Errors could result in delays or loss of service, adverse public relations and have legal and/or financial repercussions for the City.

Occupational Risk:

Duties generally do not present occupational risks to the employee.

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The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.