



The City of Portland, Maine

LITIGATION PARALEGAL

LITIGATION PARALEGAL – In the office of Corporation Counsel providing paralegal and administrative assistance, including research, drafting and filing of legal documents, with a minimum of three years litigation experience, and knowledge of court filing process and rules, experience drafting pleadings, motions, discovery requests and responses. Must be a team player but also able to work independently and take initiative.

COMPLETE DETAILS and REQUIREMENTS
available at:

www.portlandmaine.gov/324/jobs

Salary range: \$51,480 - \$53,040. EOE.

Please submit cover letter and resume by

Monday, October 1, 2018, to the

HR Office, City Hall

389 Congress Street, Room 115

Portland, ME 04101

Fax: (207) 874-8937

or E-mail to: **jobs@portlandmaine.gov**