

**Issue Date 1/12/18 – Submission Date 1/26/18**

**Job Specification**

**PARALEGAL SPECIALIST – Bilingual**

The City of Union City is interested in hiring an individual to service as a Paralegal Specialist for the Office of the Tenant Advocate.

The individual should have computer knowledge, excellent organizational skills and speak fluent Spanish.

Experience in the preparation of drafts of contracts, briefs, motions, affidavits or other legal documents and/or experience in the analysis of judicial decisions, legal opinions, rulings, memoranda and other legal material is a plus.

The individual must have a degree from an accredited college or university or have an Associate's degree as a Legal Assistant or in Paralegal Studies, or an Associate or Bachelor's Degree and a Certificate of Proficiency in Paralegal Studies is a plus.

Please send letter of interest and resume to Erin Knoedler, Deputy City Clerk, 3715 Palisade Avenue, Union City, New Jersey or [eknoedler@ucnj.com](mailto:eknoedler@ucnj.com).