

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

**UPO is committed to** attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

**The Office of the General Counsel is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter, able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external UPO customers. The final candidate will need to have the right complement of skills and personality.**

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

<b>POSITION:</b>	<b>Paralegal/Legal Assistant</b>
<b>OFFICE/DIVISION:</b>	<b>Office of the General Counsel</b>
<b>BULLETIN No:</b>	<b>01062018</b>
<b>SALARY RANGE:</b>	<b>(Commensurate with experience)</b>
<b>OPENING DATE:</b>	<b>06/05/2018</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>FIRST SOURCE:</b>	<b>N/A</b>

**MAJOR DUTIES:**

Assist and provide a range of legal support to the General Counsel, including drafting contracts and agreements, conducting legal research, organizing and maintaining files and records, and providing other necessary office assistance.

**BRIEF DESCRIPTION:**

Review, edit and draft documents, such as contracts, memoranda of understanding, letters, leases, policies, and procedures under the supervision of the General Counsel. Perform legal research and analysis on a wide range of topics and monitor new and updated laws. Utilize computerized legal research program, such as Westlaw, to assist in conducting legal research. Analyze and interpret applicable laws, regulations, contracts and other documents. Establish, maintain, and improve effective system of compiling, organizing, and indexing files and records, including using an on-line system. Assist with document retention and destruction. Maintain confidentiality.

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**MINIMUM QUALIFICATIONS:**

Associate's degree in paralegal studies or a closely related field and three (3) years of experience in a paralegal position or legal assistant position. Ability to read and comprehend statutes, regulations, court opinions and other legal documents. Experience drafting contracts, agreements and other legal documents. Excellent working knowledge of Westlaw. Experience creating and/or using effective filing systems. Possess effective organizational and professional communication skills, both written and verbal, to allow for efficient proofing and editing of documents. Strong attention to details. Excellent organization skills. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point). Ability to effectively use electronic time keeping program. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Bachelor's degree in paralegal studies or a related field, a paralegal certificate, and at least five (5) years of experience in a paralegal position, preferably with contracts. Experience working in non-profit organizations or organizations funded, in part, by the Federal or state government. Experience with contract management is a plus.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

**This position IS NOT covered under the collective bargaining agreement.**

**To apply for this position, please submit your cover letter and resume to [upojobs@upo.org](mailto:upojobs@upo.org) or fax these documents to 202/319-3237.**