

**Position Title:** Legal Assistant/Paralegal  
**Department:** Executive



**SUMMARY:**

This is highly responsible position working with the executive staff under the direction of the General Counsel. The Legal Assistant/Paralegal will prepare and maintain legal documents and records, perform legal research, identify pending and current legislation that affects the programs or requirements of FWHS, and assist in the planning, organization, and coordination of reporting and operations of Fort Worth Housing Solutions. The duties of this position will include internal review of operations, procedures, and policy implementation and revision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

1. Prepares and maintains correspondence, leases and deeds, agreements, and other records and documents for General Counsel and legal department staff.
2. Assist the General Counsel and legal department staff in investigations, fact-finding, and preparation of summaries and reports related to legal matters.
3. Analyze and organize various data for development and maintenance of logs, summaries, checklists, and databases of for use by legal department staff and internal business partners, and other purposes.
4. Prepare filings for Secretary of State to ensure updated registered agents, contact addresses, and other required information and reporting.
5. Corresponds with internal business partners, external counsel, and third party partners and property managers related to legal and compliance matters.
6. Prepares public notices, reports, and other documents as requested.
7. Monitors and researches legislation and regulations related to affordable and public housing, and disseminates to affected departments
8. Works with executive management in developing, revising, and/or eliminating policies for FWHS and individual departments.
9. Provide general administrative support for legal department: answers and makes calls, prepares and responds to correspondence, greets and assists visitors, coordinates and facilitates meetings and various appointments.
10. Attends meetings both internal and external as needed.
11. Assists in establishing and maintaining a records management policy and procedures, including coordinating reviews, storage protocols, and destruction schedules with other departments within FWHS.
12. Perform other related duties as assigned and/or required.

**EDUCATION AND/OR EXPERIENCE:**

- Associate's or Bachelor's degree in Business, Finance, Pre-Law or related field from a college or university (Bachelor's degree preferred)
- Paralegal certification preferred
- Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

**SKILLS AND EXPERIENCE:**

- Minimum five (5) years progressive experience in highly confidential and responsible positions working directly with attorneys or executive management or an equivalent combination of experience and education.
- Knowledge of legal principles, procedure, and terminology related to the business of FWHS
- Knowledge of FWHS policies and procedures
- Knowledge of Texas business entity formation and requirements for filing and reporting

**EXPLANATION OF HIRING PROCESS:**

Thank you for your interest in job opportunities with the Fort Worth Housing Solutions. All applications for open posted positions must be submitted via email to [asmith@fwhs.org](mailto:asmith@fwhs.org). We encourage you to visit our website often to view and apply for vacant positions with the agency.