

City Clerk

MEMORANDUM OF AGREEMENT
BETWEEN THE
CITY OF TAUNTON MANAGEMENT ASSOCIATION
AND THE
CITY OF TAUNTON
FOR THE ACCRETION OF THE LITIGATION PARALEGAL POSITION
TO THE BARGAINING UNIT

WHEREAS, by means of a letter dated October 24, 2007, the City of Taunton Management Association ("COTMA") notified the City of Taunton ("the City") that the Litigation Paralegal position in the Law Department should be accreted to COTMA's bargaining unit since it performed duties that are similar to the Legal Assistant which has been a COTMA bargaining unit position for many years;

WHEREAS, the City and COTMA held a meeting on January 22, 2008 during which the aforesaid request was discussed and considered;

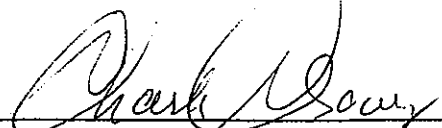
NOW THEREFORE, the parties, having bargained collectively pursuant to Chapter 150E of the General Laws, hereby agree to the accretion of the Litigation Paralegal position to COTMA's bargaining unit under the following terms and conditions:

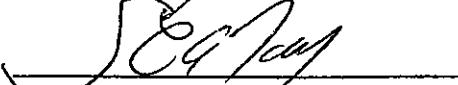
1. The terms and conditions of the Litigation Paralegal's employment shall be governed by the collective bargaining agreement between the City and COTMA which is effective from July 1, 2005 – June 30, 2008.
2. The Litigation Paralegal's position shall be placed at the D-2 – D-5 range on the COTMA Salary Grid that is contained in the parties' collective bargaining agreement (Appendix B) and shall also be added to the List of Covered Positions (Appendix A).
3. Effective upon the execution of this Agreement, the Litigation Paralegal shall be compensated at the D-3 level on the COTMA Salary Grid. She shall thereafter advance to the next step on the Salary Grid in 2009 (to D-4) and then in 2010 (to D-5) on her anniversary dates of hire in accordance with the normal procedure that is set forth in Article XVIII, Section 4 of the parties' collective bargaining agreement.

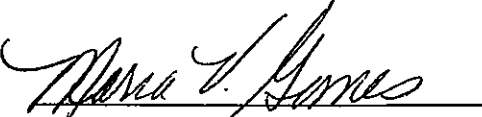
4. The job duties and responsibilities of the Litigation Paralegal shall be as set forth in the attached job description that was negotiated by and between the parties.
5. This Memorandum of Agreement will become effective upon its execution by the parties and its ratification by COTMA's membership.

Signed in the City of Taunton on this 14th day of April, 2008.

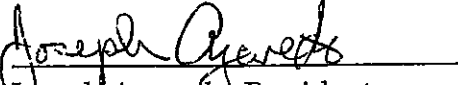
CITY OF TAUNTON



Charles Crowley, Mayor



Steven A. Torres, City Solicitor

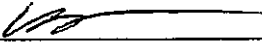

Maria V. Gomes,
Director of Human Resources

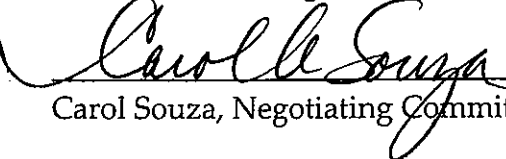
CITY OF TAUNTON
MANAGEMENT ASSOCIATION


Joseph Azevedo, President

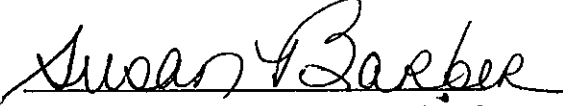

Diane Sullivan, Negotiating
Committee Chair


Cathal O'Brien, Negotiating Committee


Kevin Scanlon, Negotiating Committee


Carol Souza, Negotiating Committee

Assented to:


Susan Barber, Litigation Paralegal

LITIGATION PARALEGAL

Definition:

Litigation Paralegal for the Law Department. Assists the City Solicitor in overseeing the daily functions of the Law Department, including but not limited to, managing the litigation files and daily calendar, tax possession properties and preparing and maintaining the tax possession fiscal budget.

Supervision:

This position reports directly to, and works under the general supervision of, the City Solicitor and in accordance with the performance of his/her duties.

Essential Functions:

Assists with the performance of the essential functions of the Law Department in the absence of the City Solicitor. Assists the City Solicitor with special projects as requested.

The Litigation Paralegal shall assist the City Solicitor to oversee and coordinate:

- Management of all litigation and files
- Calendaring all litigation dates, including tracking orders, discovery deadlines, trial dates and motion hearings
- Prepare complaints and answers
- Prepare legal pleadings and motions
- Prepare interrogatories, requests for admissions and requests for production of documents
- Prepare deposition notices
- Prepare subpoenas and witness summonses
- Prepare trial binders and exhibit books
- Corresponds with Court personnel and opposing attorneys regarding status of litigation cases
- Manages all aspects of the tax possession properties
- Inventory and document all foreclosure properties received from the Treasurer
- Contract and hire auctioneers to perform public auctions
- Review title rundowns
- Prepare Notices of Sale
- Prepare Memorandums of Sale
- Prepare Arson Tax Delinquency Statements
- Prepare Quitclaim Deeds
- Perform grantee/grantor searches at the Registry of Deeds
- Work in conjunction with the Engineering Department and City Planner to obtain the necessary variances and approvals in preparation of a parcel for sale
- Prepare purchase orders and vouchers

Minimum Qualifications:

Education and Experience

Associates Degree in Legal Administration or a Paralegal's Certificate required with five years of legal experience and two years of governmental experience.

Skills, Knowledge and Abilities

- Ability to analyze complex issues and to develop relevant and realistic plans, programs and recommendations.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for the City, department; and to interact effectively with a wide variety of people.
- Extensive knowledge of legal procedures and litigation background.
- Knowledge of municipal laws and regulations related to tax possession properties.

Physical Elements:

The employee operates standard office equipment in a normal office environment, not subject to extremes in temperatures, noise, odors, etc

Intermittent standing to assist customers in the office. Intermittent interruptions to assist customers in the office or on the phone.

Ability to climb steps and lift up to 30 pounds.

This position is a City of Taunton Management Association (COTMA) position.

Any changes in the primary duties and responsibilities listed must be negotiated between the City and COTMA consistent with the parties' obligations under M.G.L. Chapter 150E. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the department and requirements of the job change.

03/28/08

*Taunton, Massachusetts
Litigation Paralegal*