

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: LEGAL

POSITION: PARALEGAL

Position Summary

This position is responsible for providing paralegal services to the Legal Department attorneys for complex, multi-party commercial transactions and for creditors' rights work, and for support to the Urban Redevelopment Authority of Pittsburgh's (URA) Department of Economic Development's Pittsburgh Urban Initiatives' ("PUI") New Markets Tax Credit program. Paralegal services are to be performed independently in accordance with Court rules of procedure, City ordinances and mandates, and established paralegal policies and procedures, under the general supervision of an attorney. This position involves contact with both senior and junior URA staff members, public officials, key members of private development teams, law firms, consultants, community development corporations, the City, and the general public, and requires good judgment and tact.

Examples of Representative Duties

- Preparation of loan documents for complex, multi-party transactions; including tax credit transactions and real estate transactions
- Drafting documents in the creditors' rights area
- Review of title reports for accuracy
- Diary maintenance of court deadlines
- Public records research, including Allegheny County Department of Court Records, Allegheny County Department of Real Estate, PACER, etc.
- Basic legal research
- Maintenance and monitoring of legal files on ongoing basis
- Filing documents in County and State offices
- Maintenance of UCC filings and judgment revivals
- Compilation and tracking of due diligence documents;
- Working with URA's Center for Innovation and Entrepreneurship (CIE), the URA's commercial lending department, in preparation of loan documents and closings
- Preparation of monthly loan delinquency reports for monthly meetings with CIE
- Manage third-party agency contracts, including check requests and disbursements
- Compliance review for project requirements
- Closing support, including monitoring of documents
- File maintenance
- Preparation and maintenance of URA and PUI Board minutes
- Other related tasks

Qualifications

This position, which is at-will and non-union, requires an associate degree or certificate from an accredited paralegal program, with at least three years complex transactional and creditors' rights experience with an authority, a law firm, or corporate law department. Required skills include the ability to work in an organized and independent manner with attention to detail, a familiarity with legal documents, including contracts and pleadings, an understanding of secured transactions, and a proficiency in Microsoft Office software.

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual preference, political and/or union affiliation. Applicants must be City of Pittsburgh residents, or become one as a condition of employment at the URA.

Please send resume and letter of interest to:

Darnell Griffin-Benton (Ms.)
Administration Manager, Legal Department
Urban Redevelopment Authority
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