

JOB OPPORTUNITY

We are looking for organized, detail-oriented, effective communicators to join our growing team!
Resumes will be accepted **June 21 through July 2** (end of business day, 5 PM)

JOB TITLE: PARALEGAL
CLASSIFICATION: NON-EXEMPT
GRADE: GRADE 10 (starting pay \$24.29/hr.)
DEPARTMENT: COMPLIANCE
REPORTS TO: COMPLIANCE MANAGER
LOCATION: BRECKSVILLE

About the Role: The purpose of this position is to initiate and monitor Agency litigation filed on delinquent tax accounts, in accordance with local income tax ordinances and local court rules. Paralegals are responsible for attending small claims hearings and, under the direction of Agency legal counsel, preparing pleadings, motions and entries for, as well as monitoring, all civil cases for an extremely busy legal department operating in municipal, county, and common pleas courts throughout the State of Ohio. Paralegals prepare and amend municipal income tax returns and are entrusted with the authority to negotiate settlement and payment terms for legal accounts, and to accept and process taxpayer payments. Extensive in person and telephone contact with taxpayers, court personnel, attorneys and accountants. Ideal candidates will possess good math aptitude, analytical ability and excellent communication skills.

About RITA: The Regional Income Tax Agency ("RITA") is an OPERS employer that offers low monthly premiums for health benefits for employees, spouses and dependents with no monthly cost for dental and vision coverage. Additional benefits include paid vacation and paid sick leave. An additional 3 days of personal time are available each year on employee's anniversary of date of hire.

Work Environment: You will be assigned to work primarily out of RITA's Brecksville office, with the opportunity to work a blended schedule, meaning some days in the office, some days working from home. Our dress when in the office is professionally casual – jeans are welcome. We thrive on collaborative work, and we are best as a team with each person doing their part.

EXAMPLES OF ESSENTIAL FUNCTIONS

Many of the below listed essential functions require regular and frequent travel. Reliable transportation is required.

1. Files small claims complaints and prepares complaints and legal documentation for attorneys to initiate civil litigation for the collection of unpaid municipal income tax. Litigation may involve individual or business taxpayers. Prepares legal documents for each stage of litigation to include but not limited to default judgments, dismissals, satisfactions and miscellaneous motions.
2. Prepares all small claims cases for hearing, including account activity review, payment history and court entry preparation. Attends all small claims hearings as a representative of the Agency and its member municipalities. Updates account dockets with hearing results and follow ups.

3. Assists taxpayers in completion of tax returns and provides information regarding tax filing and payment requirements, and the consequences associated with tax delinquency. Files or amends municipal income tax returns and calculates appropriate penalty and interest.
4. Negotiates payment terms and settlements on legal accounts. Has regular contact with court personnel, municipal officials, taxpayers, tax preparers and attorneys.
5. Identifies and refers accounts to outside legal firms for post judgment collections. Monitors payments received from outside collection firm.
6. Performs other miscellaneous legal work as assigned, including monitoring of bankruptcy accounts and filing bankruptcy proofs of claim, filing probate claims, preparing responses to foreclosure suits as directed by legal counsel.
7. Assists generally with answering questions regarding subpoenas, payment plans, delinquent notices, billing statements and the completion of tax forms.
8. Utilizes a variety of standard office equipment, computer programs and computer systems in the completion of essential functions including but not limited to telephone, facsimile, photocopier, calculator, and personal computer with word processing, spreadsheet and/or database software, electronic mail system, and RITA tax system. Utilizes Accurant, Pacer, and court websites to obtain information.
9. Performs related work as directed.

About You: Associate's degree with course work emphasis in paralegal studies or closely related field; supplemented by a minimum of two (2) years previous experience and/or training involving tax laws/systems; or an equivalent combination of education, training, and experience.

How to Apply: Please submit your resume to RITAJobs@ritaohio.com no later than 5 PM on July 2, 2021. Only qualified individuals being considered will be contacted for an interview.

The Regional Income Tax Agency (Agency) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will seek to provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Agency.