

NOW

HIRING



Legal Assistant I – Job Order 1380204

The City of Baltimore Law Department Central Bureau of Investigation (CBI) is responsible for investigating and mediating settlements for claims brought against the Mayor and City Council. The Legal Assistant I will be responsible for:

- Sort and distribute incoming mail, answer multi-line phone system and assist claimants regarding current or proposed claims
- Maintain claim/case files, accounts and record systems
- Perform administrative works related to claims and cases; provide administrative support to Claim Investigators and Chief of BCI
- Conduct research in STARS system related to claims
- May draft memos, claim correspondence or other claim related documents

Requirements:

One year of experience in performing legal research or paralegal work (equivalent combination of education and experience will be accepted)
High school diploma with AA degree preferred
Previous experience with multi-line telephone systems
Previous customer service experience
Ability to work alone and as part of a team
Proficiency in Microsoft Office
Excellent communication skills, both written and oral
Ability to interact with diverse populations
Must ensure confidentiality of all work matters

Drug screening and background check required

To apply: E-mail resume to: rworen@oedworks.com

Now Hiring is a service of the Mayor's Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners

Eastside One-Stop Career Center

3001 E. Madison St.
Baltimore, MD 21205
410-396-9030

Northwest One-Stop Career Center

Mondawmin Mall
2401 Liberty Heights Ave.
Baltimore, MD 21215
410-396-7873

Westside Youth Opportunity (YO Baltimore)

1510 W. Lafayette St.
(Gillmor St. entrance)
Baltimore, MD 21217
410-545-6953

Eastside Youth Opportunity (YO Baltimore) HEBCAC

1212 N. Wolfe St.
Baltimore, MD 21205
410-732-2661

Workforce Reception Center

(By referral only)

100 W. 23rd Street
Baltimore, MD 21218
Phone (410) 396-6580

Satellite Employment Centers

Bon Secours Community Works

26 N. Fulton Ave.
Baltimore, MD 21223
410-362-3629

GEDCO

5513 York Rd. (rear entrance)
Baltimore, MD 21212
410-532-7117

My Brother's Keeper

4207 Frederick Avenue
Baltimore, MD 21229
410-644-3194

Employment Connection Center

1410 Bush Street
Baltimore, MD 21230
410-396-1052



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