The Housing Authority of the City and County of Denver (DHA) is seeking a highly motivated self-starter to provide legal support work for our Real Estate Investments department.

The Position
This position performs standard/intermediate level paraprofessional legal work assisting the Real Estate Investments Department with full-range of support such as research of public records, title work and analysis, filing, and providing assistance with a multitude of partnerships including closing numerous real estate transactions as assigned by the Chief Real Estate Investments Officer.

Benefit Information
* Sick leave is accrued at 6 hours per month.
* Annual leave (vacation) for new employees is accrued at 8 hours per month.
* 11 paid holidays per year with an optional paid day off.
* Health insurance and 125 Plan.
* Group life insurance, pension plan (equal to 10% of the annual salary), short term and long term disability insurance paid by DHA.
* Dental plan, vision insurance, critical illness insurance, accident insurance, 457 pension plan and the ROTH IRA are employee paid options.
* Performance based merit increases and annual adjustments are given depending upon current policy.

Minimum Qualifications at the Time of Application
* Paralegal Certification or commensurate degree from an accredited institution.
* Valid Colorado driver license. Eligibility to drive must be maintained in accordance with personnel policy.
* Two (2) years of public or private, full-time paralegal or commensurate experience not including internships.
* Knowledge of legal research techniques and procedures sufficient to be able to determine relevant information, locate reference material, compile and analyze appropriate information and formulate logical recommendations.
* Must be able to use of computer software, including word processing, spreadsheet, document management, electronic mail and database programs.
* A combination of appropriate education and experience may be substituted for the minimum education and experience requirements at the sole discretion of DHA.

Salary Range
$57,209.03/year to $71,511.59/year and is negotiable

How to Apply
You may apply for this position in one of the following ways:
* in person between 8:00 a.m. and 4:00 p.m. at 1035 Osage Street 9th Floor or
* by faxing your application and/or resume to (720) 932-3005 or
* by emailing your application and/or resume to hr@denverhousing.org.

The application form as well as more information about DHA can be found on our website: www.denverhousing.org.

DHA is an equal opportunity employer.

Recruitment will remain open until filled.