

JOB OPPORTUNITY

We are looking for a detail-oriented critical thinker with strong organizational skills to join our growing team!
Resumes will be accepted **through May 30th** (5 PM)

JOB TITLE: PARALEGAL
CLASSIFICATION: NON-EXEMPT
GRADE: GRADE 3 (starting pay \$25.02/hr.)
DEPARTMENT: COMPLIANCE
REPORTS TO: LEGAL 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 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.

About RITA: The mission of the Regional Income Tax Agency (“RITA”) is to provide Ohio cities and villages with a high quality, cost effective municipal tax collection service. We are guided in our work by our vision to be the best and top choice for municipal tax collection in Ohio.

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. The Agency makes bi-annual contributions to employees’ Health Savings Accounts. Additional benefits include paid vacation and paid sick leave, including for mental health, along with 3 personal days provided on the anniversary of the employee’s hire date. The initial 3 personal days are provided upon successful completion of the 180-day Introductory Period and then again at the second anniversary and each anniversary thereafter. Employees also have access to an employee assistance program.

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, prepares minimal civil complaints and legal documentation for attorneys to initiate civil litigation for the collection of unpaid municipal income tax. Prepares legal documents for each stage of litigation to include but not limited to default judgments, agreed judgment entries, 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. Answers questions from a taxpayer on the completion of tax returns, provides information regarding tax filing, 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. Answers multiple phone calls daily from court, taxpayers, tax preparers and attorneys.
6. Identifies and refers accounts to outside legal firms for post judgment collections. Monitors payments received from outside collection firm.
7. Answers 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.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, the Agency reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Physical Requirements: The individual assigned to this position must be able to complete all physical requirements of the job, with or without a reasonable accommodation, which include, but are not limited to the following:

- The ability to transport up to 25 pounds in order to bring files and a laptop to and from court.
- Tasks involve extended periods of time in a stationary position.
- The ability to move around the office to access files and office machinery.
- The ability to accurately communicate with taxpayers, attorneys, court personal, member municipalities and tax preparers.
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine and computer printer

About You: Associate's or bachelor'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. Ideal candidates will possess good math aptitude, analytical ability and excellent communication skills.

How to Apply: Please submit your resume to RITAJobs@ritaohio.com no later than 5 PM on May 30, 2024. Only qualified individuals being considered will be contacted for an interview.

The Regional Income Tax Agency (Agency) is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel decisions are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic. 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.