THE CITY OF WEST HOLLYWOOD IS SEEKING A

LEGAL SERVICES ANALYST

with the Rent Stabilization Division

The City of West Hollywood is seeking a Legal Services Analyst to work within the Rent Stabilization Division! The Legal Services Analyst performs a variety of complex professional and administrative functions related to administrative hearings ensuring compliance with the Rent Stabilization Ordinance.

This position's primary responsibilities include receiving and resolving inquiries related to hearings required under the Rent Stabilization Ordinance, evaluating and analyzing compliance with the Rent Stabilization Ordinance; ensuring timely completion of filings for hearings and appeals; providing advice and suggestions regarding procedural aspects of hearings and appeals, and working closely with the manager and/or staff attorney on special projects.

Important Position Functions:
·Reports administrative and/or operational problems to supervisor
·Updates division database with pertinent hearings related information, including rent adjustments and case outcomes
·Contacts parties to convey information related to their hearings
·Creates and maintains logs of hearings and tenant harassment cases
·Disseminates a variety of information to various agencies, divisions, or departments
·May serve as backup for other positions within the department on an as-needed, short-term basis
·Performs other related duties as assigned

Requirements:
·Bachelor's degree from an accredited four-year college or university in a related field; and,
·Three to four years of progressively responsible related experience; or,
·Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

 Position reports to: Rent Stabilization Division Manager

$8,015.17 - $10,202.56 MONTHLY
APPLICATION DEADLINE:
DECEMBER 17, 2021 AT 5:00 PM PDT

For Job details and requirements, and to apply online, please visit: weho.org/jobs
EEO/AA

City of West Hollywood
California 1984