

**REQUEST FOR CANDIDATES**  
**For the Position of**  
**ESTATE/LITIGATION PARALEGAL**

**City of Olean**  
**Department of Code Enforcement**  
**101 East State Street**  
**Olean, NY 14760**

**ISSUE DATE: March 13, 2020**

**RESPONSE DEADLINE: March 27, 2020 by 4:00p.m.**

## **REQUEST FOR CANDIDATES – ESTATE/LITIGATION PARALEGAL**

### **OVERVIEW**

This Request for Candidates (RFC) is being issued by the City of Olean (Olean). The purpose of this notice is to solicit candidates for the Local Initiatives Support Corporation 2.0 grant funded independent contractor position of estate/litigation paralegal to assist the City's Office of Code Enforcement and the City Attorney in pursuing the prosecution of cases including the administration of estates for properties currently deemed abandoned or in are otherwise in violation of the New York State Property Maintenance Code. The successful candidate must demonstrate the ability to handle an estate from the filing of the petition for probate and or administration to closing and distribution. In addition the candidate should be able to handle the management of any ancillary litigation and or real estate matters that result from the filing of the petition with Surrogate's court.

To be considered for this assignment, the candidate must possess the following criteria:

1. An associate's level degree in paralegal studies or equivalent.
2. Minimum of three years' experience in estate administration, real estate and litigation, including familiarity with Surrogate's Court and proficiency with the NYSCEF.
3. Proficiency in Microsoft Office, including Word, Excel and Outlook.
4. Ability to work independently and to prioritize, multi task and possess excellent time management skills.

Nothing in this RFC will be construed to create any legal obligation on the part of Olean or any respondents. Olean reserves the right, in its sole discretion, to amend, suspend, terminate or reissue this RFC in whole or in part, at any stage. In no event will Olean be liable to respondents for any costs or damages incurred in connection with the RFC or any other costs incurred in reliance on the RFC. No respondent will be entitled to repayment from Olean for any costs or expenses for fees related to this RFC. All supporting documentation submitted in response to this RFC will become property of Olean.

### **SCOPE OF WORK**

#### **A. Housing Counseling.**

Olean is seeking an independent contractor paralegal to work with the Office of Code Enforcement under the supervision of the City Attorney. The successful candidate will handle estates from the filing of the petition for probate and or administration to closing and distribution. In addition, the candidate will assist the City Attorney with the management and prosecution of

any ancillary litigation and or real estate matters that resulting from the filing of an estate petition with Surrogate's court.

**B. Reporting**

- Provide monthly activity and progress reports to designated Olean staff
- Submit monthly vouchers and corresponding invoices with backup materials
- Maintain all records and files in accordance with HUD, NYS HCR, LISC and Olean's local OHAP guidelines

**EVALUATION CRITERIA AND SCORING**

Individuals will be evaluated by Experience, Qualifications and References.

**REQUESTED INFORMATION**

Please provide the following information:

1. A Current Resume.
2. A sample of previously completed work in the field of estate administration.
3. References.

**SELECTION PROCESS**

The Selection Committee comprised of City of Olean staff will review candidate qualifications in accordance with the evaluation criteria set forth herein. **QUESTIONS**

Questions that arise prior to submission of proposal must be submitted in writing by March 20, 2020 via email to: [ndicerbojr@cityofolean.org](mailto:ndicerbojr@cityofolean.org)

**SUBMITTAL DUE DATE**

Each respondent must submit one (1) original and two (2) copies as a response to this RFC by **4:00 p.m. on March 27, 2020** via hard mail to:

**Olean Municipal Building  
Department of Community Development  
Room 209  
101 East State Street  
Olean, NY 14760**