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Paralegal – Public Finance

Briggs and Morgan, P.A. is seeking a full-time Paralegal for our Minneapolis office.

Responsibilities include: preparing drafts of preliminary election and improvement proceedings, drafting of resolutions, documents and certificates in connection with tax-exempt financings; tax increment subsidies, industrial development and hospital bonds and notes; supervision of document organization and coordinating documents for closing and post-closing; attending and assisting at closings and preparing various federal and state filings.

Qualified candidates will: have effective oral and written communication skills, demonstrated analytical ability and strong organization skills; ability to solve problems, balance priorities and manage multiple projects and activities. General understanding and knowledge of state and local government financing required. An associate or bachelor's degree, or paralegal certificate or equivalent, and 3+ years related experience required.

Contact Details:
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