

**JOB DESCRIPTION: Paralegal**

**Job Code:** 4526      **Department:** Office of General Counsel      **Location:**

**Approved By:** André Mayes, General Counsel

**FLSA Status:** Non-exempt      **Last Revised:** August. 2021      **Version:** Final

**Summary:** This position provides paraprofessional support to attorneys and other OGC staff. The work involves, among other things, legal research, first line document review and production, policy research, case file management, and pre-trial and trial assistance.

**Essential Duties:** (These duties represent a sample of the major duties and responsibilities and may vary by position.)

- Conducts legal research
- Conducts factual research, including compiling and reviewing documents, interviewing potential witnesses, and preparing witness and exhibit lists
- Assists with drafting of legal documents such as preservation of evidence memos, pleadings, motions, and discovery responses
- Assists with reviewing, processing, and responding to subpoenas, document production requests, and public records requests, including communicating with record custodians to facilitate responses and define scope of records responses
- Assists with contract administration and review
- Assists with in-service training/professional development on legal matters
- Organizes and archives documents related to ongoing and completed cases
- Communicates with CMS staff as relates to the provision of legal services, including responding to staff questions
- Leverages technology skills relevant to legal research projects, public records production, and general projects
- Performs general administrative duties, including providing daily administrative support for assigned attorneys or other OGC staff, answering calls and performing first line triage for legal matters affecting the district
- Performs other services and tasks as directed by the General Counsel and the Deputy General Counsel

**Education and Experience:****Minimum:**

- Bachelor's degree
- Minimum of four years' experience as a paralegal in a law firm or in-house legal department under the direction of licensed attorneys or senior legal professionals

**Preferred:**

- Bachelor's degree in Paralegal Studies,
- 3+ years' experience in education, public sector, or litigation

**Licensing / Certification Requirements:**

Completion of an American Bar Association approved Paralegal Certification Program

Knowledge / Skills / Abilities:

- Knowledge of providing litigation support to attorneys in preparation of trials, hearings, and/or other formal legal proceedings
- Working knowledge of legal database software
- Knowledge of and ability to understand and uphold legal responsibilities
- Effective written and oral communication skills
- Excellent organizational skills
- Great attention to detail
- Ability to analyze legal issues and research applicable cases, statutes, and regulatory laws
- Ability to analyze situations accurately and assist attorneys with adopting an effective course of action
- Ability to make and meet deadlines
- Ability to maintain confidentiality of materials and situations
- Ability to perform multiple tasks with accuracy
- Ability to work as a self-starter and grasp concepts quickly
- Ability to coordinate assignments, prioritize work, manage simultaneous tasks, and deal with interruptions and changes
- Ability to present information in a comprehensible manner for a wide variety of audiences
- Ability to establish and maintain effective working relationships with multiple departments, school-based and operational staff, and community and governmental leaders
- Models and supports self-discipline and responsibility
- Responds effectively and promptly to issues and communicates resolutions in a timely manner
- Possesses a high level of cognitive skills, analysis, and decisiveness
- Experience with conflict resolution and ability to work directly with clients to address concerns
- Experience with Adobe, Microsoft Outlook, PowerPoint, and Excel.

Physical Requirements:

This work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull weights. The work requires activities frequently involving driving automotive equipment.

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